

### On-Campus Job Description

*To Apply: Complete the [Work-Study Inquiry Form](#) to allow the Student Employment Coordinator to determine your eligibility for Work-Study funding.*

<b>Job Title &amp; Number of Positions Avail.</b>	Tutor 1 (academic year 2025-2026) 1 position available Work-Study preferred but not required
<b>Department/Location</b>	Languages and Communication Lab (LCL) Mish ee twie 1309 (MET 1309)
<b>Rate of Pay</b>	\$20.09/hour
<b>Estimated Hours Per Week</b>	Estimated 6 hours per week
<b>Supervisor</b>	LCL Coordinator <a href="mailto:lcl@wvc.edu">lcl@wvc.edu</a>
<b>Duties and Responsibilities</b>	<ul style="list-style-type: none"> <li>• Welcome visitors to LCL and help orient them as needed</li> <li>• Provide courteous and helpful one-on-one tutoring to students in applicable subjects (Spanish, Japanese, American Sign Language, Public Speaking or Communications) during scheduled office hours in LCL or online</li> <li>• Perform occasional lab assistant duties as necessary</li> <li>• Track student usage of LCL and maintain accurate tutoring logs</li> <li>• Maintain regular, professional communication with LCL coordinator</li> <li>• Other duties as assigned</li> </ul>
<b>Minimum Qualifications</b>	<ul style="list-style-type: none"> <li>• Excellent level of responsibility, dependability, communication and punctuality</li> <li>• Basic knowledge of campus resources</li> <li>• Strong knowledge of target language/subject</li> <li>• Candidates will be asked to submit an LCL tutor application and interview</li> </ul>
<b>Educational Benefit</b>	<ul style="list-style-type: none"> <li>• Strengthen interpersonal skills working with students from varying educational, cultural, and social backgrounds</li> <li>• Professional development</li> <li>• Teaching and leadership skills</li> </ul>
<b>How to Apply</b>	Please email your resume (cover letter optional) to <a href="mailto:lcl@wvc.edu">lcl@wvc.edu</a> with a brief statement of interest and your interview availability.

05/14/2025 (SB)

*Wenatchee Valley College is committed to a policy of equal opportunity in employment and student enrollment. All programs are free from discrimination and harassment against any person because of race, creed, color, national or ethnic origin, sex, sexual orientation, gender identity or expression, the presence of any sensory, mental, or physical disability, or the use of a service animal by a person with a disability, age, parental status or families with children, marital status, religion, genetic information, honorably discharged veteran or military status or any other prohibited basis per RCW 49.60.030, 040 and other federal and state laws and regulations, or participation in the complaint process.*

*The following persons have been designated to handle inquiries regarding the non-discrimination policies and Title IX compliance for both the Wenatchee and Omak campuses:*

- *To report discrimination or harassment: Title IX Coordinator, Wenatchi Hall 2322M, (509) 682-6445, [title9@wvc.edu](mailto:title9@wvc.edu).*
- *To request disability accommodations: Student Access Coordinator, Wenatchi Hall 2133, (509) 682-6854, TTY/TTD: dial 711, [sas@wvc.edu](mailto:sas@wvc.edu).*