



On-Campus Job Description

Job Title & Number of Positions Avail.	Tutor 1 (academic year 2026-2027) 2 positions available Work Study preferred but not required
Department/ Location	Languages and Communication Lab (LCL) Mish ee twie 1309 (MET 1309)
Rate of pay	\$20.09/hour (up to 6 hours per week)
Supervisor	Junko Bailey, Japanese Instructor jbailey@wvc.edu
Duties and Responsibilities	• Welcome visitors to LCL and help orient them as needed • 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 • Perform occasional lab assistant duties as necessary • Track student usage of LCL and maintain accurate tutoring logs • Maintain regular, professional communication with LCL coordinator • Other duties as assigned
Minimum Qualifications	• Excellent level of responsibility, dependability, communication and punctuality • Basic knowledge of campus resources • Strong knowledge of target language/subject • Candidates will be asked to submit an LCL tutor application and interview
Educational Benefit	• Strengthen interpersonal skills working with students from varying educational, cultural, and social backgrounds • Professional development • Teaching and leadership skills
How to Apply	Email a copy of your resume and cover letter to the supervisor at jbailey@wvc.edu or lcl@wvc.edu

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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: