

On-Campus Job Description



To apply: Go to https://wenatcheevalleycollege.formstack.com/forms/career_services to submit your information to see if you are eligible for funding.

Job Title & Number of Positions Avail.	Computer Lab Assistant 1 (4 Positions available to start)
Department/ Location	ON CAMPUS - Library Computer Lab
Rate of pay	13.69 per hour
Supervisor	Joseph Andreason
Duties and Responsibilities	Entry level position requiring a H.S. diploma or equivalent. Little or no experience required. Must have taken college-level computer courses. Practical experience may substitute for college-level courses. Duties may include: Assist users with hardware and software problems and questions, open and close lab, and ensure compliance with all WVC District Computer Usage and campus policies.
Minimum Qualifications	Must have taken college-level computer courses. Practical experience may substitute for college-level courses. Computer and technology savvy. Training Start Date: September 20, 2021 Start Date: September 27, 2021 Various Hours: Monday-Friday 9 AM to 5 PM All WVC employees must obtain COVID vaccination or submit a medical or religious exemption
Educational Benefit	Will gain experience trouble-shooting and problem solving. Will learn computer skills and WVC policies and procedures. Opportunity to enhance interpersonal skills in a pleasant work environment. This position is a good match for students pursuing career pathways in computer sciences, education, and library and information sciences.

04/22/21 (CRB)

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.*
- *To request disability accommodations: Student Access Coordinator, Wenatchi Hall 2133, (509) 682-6854, TTY/TTD: dial 711, sas@wvc.edu.*