

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.	MESA Office Assistant
Department/ Location	MESA Student Center, Eller Fox (EFS) 3016
Rate of pay	\$14.42
Supervisor	Dr. Karina Vega-Villa
Duties and Responsibilities	Assist with MESA office duties – photocopying, word processing, mail, filing, customer service, web design other general office tasks
Minimum Qualifications	Good computer skills, good communication skills, dependable, organized, follow directions with minimal assistance, flexible, positive, can maintain confidentiality, must have successful background check. All WVC employees must obtain the COVID vaccination or submit a medical or religious exemption.
Educational Benefit	Customer service skills, organizational and prioritization skills, basic office skills

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.*