

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 Code:	Program Assistant
Department/Location	Exercise Science Department/Zoom. (Position will require some on-campus and remote work.)
Rate of pay	\$16.09 per hour
Supervisor	Erin Long
Duties and Responsibilities	<ul style="list-style-type: none">• Creates and revises documents in Word and Excel.• Performs internet research and compiles data.• Works independently, completing tasks in a timely manner.• Completes other duties as assigned.
Minimum Qualifications	<ul style="list-style-type: none">• Strong communications skills.• Computer and technology savvy.• College-level computer courses experience preferred. Practical experience may substitute for college-level courses.• All WVC employees must obtain COVID vaccination or submit a medical or religious exemption
Educational Benefit	<p>Gain experience researching and creating word and excel documents. Learn computer skills and WVC policies and procedures. Opportunity to enhance interpersonal skills in a pleasant work environment.</p> <p>This position is a good match for students pursuing career pathways in computer sciences, education, and library and information sciences.</p>

01/26/21 (CRD)

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.*