

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: 590	Office Assistant
Department/Location	Running Start Van Tassell, Room 5004
Rate of pay	\$14.42/ hr.
Supervisor	Maria Christina Monroe
Duties and Responsibilities	<ul style="list-style-type: none"> • Receive and refer students, parents and visitors, schedule appointments • Maintain file systems and data base files • Perform word processing and Excel spreadsheet tasks • Daily handling of departmental mail, assist with copying, securing supplies as needed • Inventory supplies and all forms used by department and make sure supplies and forms are kept on hand in Running Start office • Other duties as assigned
Minimum Qualifications	<ul style="list-style-type: none"> • Ability to learn and maintain confidentiality procedure • Ability to learn office procedures: use photocopier and filing system, alphabetize documents • Ability to work with others, ability to work without supervision (at times) • All WVC employees must obtain COVID vaccination or submit a medical or religious exemption
Educational Benefit	<ul style="list-style-type: none"> • To work as part of the Outreach and Recruitment team • To develop and practice customer service skill • To work with students, parents, faculty and staff <p>This position is a good match for students pursuing career pathways in education, human services, social work, liberal arts, and student services.</p>

2/28/2019 (AO)

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