

## On-Campus Job Description



**To apply:** Go to [https://wenatcheevalleycollege.formstack.com/forms/career\\_services](https://wenatcheevalleycollege.formstack.com/forms/career_services) to submit your information to see if you are eligible for funding.

<b>Job Title Code:</b>	AEW facilitator - Math course
<b>Department/Location</b>	MESA/ EFS3016
<b>Rate of pay</b>	\$15.61 an hour
<b>Supervisor</b>	Dr. Karina Vega-Villa, x 6583
<b>Duties and Responsibilities</b>	<ul style="list-style-type: none"> <li>• Attend daily classes for assigned Math section</li> <li>• Meet weekly with faculty to develop worksheets for Academic Excellence Workshops (AEW) sessions</li> <li>• Lead AEWs twice a week with students in Math course</li> <li>• Maintain accurate timesheets and update Canvas AEW site</li> <li>• Make general referrals to college services, supports, and resources</li> <li>• Notify MESA staff and/or faculty of questions or concerns regarding student academic performance</li> <li>• Attend meeting monthly with MESA staff</li> <li>• Other duties as assigned</li> </ul>
<b>Minimum Qualifications</b>	<ul style="list-style-type: none"> <li>• Excellent level of responsibility, reliability, and punctuality</li> <li>• Basic knowledge of campus resources</li> <li>• Facilitator must have completed the class and have good knowledge of the subject matter</li> <li>• Be familiar with curriculum taught in facilitated course</li> <li>• All WVC employees must obtain COVID vaccination or submit a medical or religious exemption</li> </ul>
<b>Educational Benefit</b>	<ul style="list-style-type: none"> <li>• Strengthen interpersonal skills and ease in relating to people from varying educational, cultural, and social backgrounds</li> <li>• Professional development</li> <li>• Teaching and leadership skills</li> </ul>

2/28/2019 (AO)

*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.*