

### On-Campus Job Description

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|---------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Job Title &amp; Number of Positions Avail.</b> | Wenatchee Running Start Office Assistant (1 Position)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| <b>Department/ Location</b>                       | Concurrent Enrollment<br>Wells Hall, Room 1070                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| <b>Rate of Pay</b>                                | \$18.36 per hour                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| <b>Estimated Hours Per Week</b>                   | 12 hours                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| <b>Supervisor</b>                                 | Aracely Mendoza, Director of Concurrent Enrollment<br><a href="mailto:amendoza@wvc.edu">amendoza@wvc.edu</a> 509.682.6591                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| <b>Duties and Responsibilities</b>                | <ul style="list-style-type: none"> <li>• Managing emails and correspondence</li> <li>• Filing and organizing documents</li> <li>• Helping to process student forms</li> <li>• Entering and updating data in student information systems</li> <li>• Perform PDF and Excel spreadsheet tasks</li> <li>• Daily handling of department mail, assist with copies, receiving supplies as needed</li> <li>• Input Enrollment Verification forms into ctcLink</li> <li>• Organize Lending Library inventory</li> <li>• Providing support to other staff as needed</li> </ul> |
| <b>Minimum Qualifications</b>                     | <ul style="list-style-type: none"> <li>• Ability to use Microsoft office suite (Word, Excel, Outlook)</li> <li>• Comfortable using office equipment (printers, copiers, scanners).</li> <li>• Ability to interact professionally with students and staff.</li> <li>• Excellent attention to detail and time management.</li> <li>• May require the ability to handle confidential information in accordance with FERPA and institutional policies.</li> </ul>                                                                                                        |
| <b>Educational Benefit</b>                        | <ul style="list-style-type: none"> <li>• Gain hands-on experience with administrative tasks, office equipment, and communication systems commonly used in professional settings.</li> <li>• Develop the ability to balance work responsibilities with academic demands</li> <li>• Develop professional references who can vouch for your work ethic and reliability.</li> </ul>                                                                                                                                                                                      |
| <b>How to Apply</b>                               | Email a copy of your resume and cover letter to Aracely Mendoza <a href="mailto:amendoza@wvc.edu">amendoza@wvc.edu</a>                                                                                                                                                                                                                                                                                                                                                                                                                                               |

05/14/2025 (SB)

*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](mailto:title9@wvc.edu).
- To request disability accommodations: Student Access Coordinator, Wenatchi Hall 2133, (509) 682-6854, TTY/TTD: dial 711, [sas@wvc.edu](mailto:sas@wvc.edu).