



Student Employment  
[Studentemployment@wvc.edu](mailto:Studentemployment@wvc.edu)  
 (509) 682-6579 | (509) 682-6810  
 1300 Fifth Street, Wenatchee, WA 98801

### On-Campus Job Description

*To Apply: Please complete the [Work-Study Inquiry Form](#) to determine for the Student Employment Coordinator to determine your eligibility for Work-Study funding.*

<b>Job Title &amp; Number of Positions Avail.</b>	Counseling Program Assistant 1 1 Position Available
<b>Department/ Location</b>	Wenatchi Hall, Counseling Offices
<b>Rate of pay</b>	\$20.09/Hr
<b>Estimated Hours Per Week</b>	6 Hours Per Week
<b>Supervisor</b>	Bertha Sanchez <a href="mailto:bsanchez@wvc.edu">bsanchez@wvc.edu</a>
<b>Duties and Responsibilities</b>	<ul style="list-style-type: none"> <li>• Collaborate with the counseling team to plan and execute on-campus events.</li> <li>• Maintain and update campus-wide resources, including handouts, and ensure they are distributed and posted throughout campus.</li> <li>• Assist with the creation and distribution of quarterly newsletters for the Counseling Department.</li> <li>• Schedule appointments for counselors and manage appointment calendars.</li> <li>• Perform other duties as assigned by the Counseling Department.</li> </ul>
<b>Minimum Qualifications</b>	<p><b>Work Study Eligible****</b></p> <ul style="list-style-type: none"> <li>• Strong organizational and time management skills.</li> <li>• Ability to work collaboratively with team members and campus staff.</li> <li>• Proficient in Microsoft Office and other relevant software.</li> <li>• Effective communication skills, both written and verbal.</li> </ul> <p>Prior experience in administrative or support roles is preferred</p>
<b>Educational Benefit</b>	<ul style="list-style-type: none"> <li>• Gain experience in event planning and coordination within a campus setting.</li> <li>• Develop strong communication, organizational, and administrative skills.</li> <li>• Exposure to working in a counseling or student services environment.</li> <li>• Enhance your ability to manage multiple tasks and prioritize effectively in a fast-paced environment.</li> </ul>
<b>How to Apply</b>	Please email a copy of your resume and cover letter to <a href="mailto:bsanchez@wvc.edu">bsanchez@wvc.edu</a> .

07/25/2024 (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](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).