**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.

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| **Job Title &** **Number of** **Positions Avail.**  | Welding Instructional Support Tech (2 positions) |
| **Department/ Location**  | Industrial Technology |
| **Rate of pay**  | $18.93 |
| **Supervisor**  | Zack Jacobson |
| **Duties and** **Responsibilities**  | * **Materials Checkout and Return:**
	+ Check out welding materials and equipment to students as per their requirements.
	+ Record equipment checkouts and returns accurately.
	+ Inspect returned materials for damage, cleanliness, and safety compliance.
	+ Ensure all borrowed materials are returned in proper working condition.
* **Repairs and Maintenance:**
	+ Perform basic repairs and maintenance on welding equipment and tools.
	+ Coordinate with the supervisor or designated personnel for more extensive repairs.
	+ Maintain an organized workspace for equipment repairs and maintenance tasks.
* **Inventory Management:**
	+ Assist in maintaining an up-to-date inventory of welding materials and equipment.
	+ Monitor stock levels and inform the supervisor when reordering is necessary.
	+ Help with the organization and storage of welding materials to ensure easy access and safety.
* **Assist Students:**
	+ Provide guidance and support to students regarding the proper use of welding equipment.
	+ Offer assistance in troubleshooting equipment issues.
	+ Promote a safe and respectful learning environment in the lab.
* **General Lab Support:**
	+ Assist in setting up and cleaning the welding lab as needed.
	+ Perform tasks related to lab organization and cleanliness.
	+ Collaborate with lab instructors and staff on various assignments and projects.
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| **Minimum** **Qualifications**  |  Strong organizational skills and attention to detail. Excellent communication and interpersonal skills.* Commitment to safety protocols and regulations.
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| **Educational Benefit**  | Students will have an opportunity to gain hands on experience in a real-world environment, develop and refine skills, and become familiar with equipment. |

# 7/13/2023

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.