**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.*

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| **Job Title & Number of Positions Avail.** | WriteLab Tutor Assistant (2 positions) |
| **Department/**  **Location** | English Division/Mish ee twie 1135 & online in eWriteLab (in Canvas) as needed. (*Note:* In person is the primary location.) |
| **Rate of pay** | $17.28/hr |
| **Supervisor** | Janna Goodyear (Mish ee twie 1225C; 682-6797; jgoodyear@wvc.edu) |
| **Duties and Responsibilities** | Provide students with courteous, competent, and helpful in-person and online tutoring assistance with their writing and writing process. Provide students with source citation (MLA, APA, etc.) assistance as needed. Respond to student, faculty, and staff questions about the WriteLab. Provide students with information about additional resources. Perform duties of the computer-lab assistant as necessary (i.e., helping students log in, print, sign out, etc.). Track usage of WriteLab services.  [*Please note:* Training will be provided.] |
| **Minimum Qualifications** | Earned an **A** in English 101. Work study eligible.  *Bilingual students encouraged to apply.* |
| **Application Requirement** | Cover letter & Résumé |
| **Educational**  **Benefit** | Reinforce writing and communication skills.  **MVC SLO’s:**   * **Problem Solving** (A. Critical Thinking) * **Communication** (A. Oral Expression; B. Written Expression) * **Social Interaction** (A. Collaboration; B. Ethical Conduct; C. Professional Conduct; D. Cultural Diversity) * **Inquiry** (A. Information Literacy; C. Documentation) |

04/22/21 (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.*
* *To request disability accommodations: Student Access Coordinator, Wenatchi Hall 2133, (509) 682-6854, TTY/TTD: dial 711, sas@wvc.edu.*