

STUDENT, TEMPORARY HOURLY & PART TIME NONPERMANENT

EMPLOYMENT TITLE, POSITION DESCRIPTIONS & HOURLY WAGES

(approved by the president's cabinet: 6/11/24)

Effective date: 7/1/24

Title	Description	WVC	Temp
		Hourly Rate	Hourly Class Code
		7/1/24 - 6/30/25	
Accompanist	Play music to support a principal voice or instrument.	\$21.90	076000
Allied Health Preceptor (Instr & Class Sup Tech 3)	Professional that assists with instruction and student development.	\$27.24	076470
Art Model	Pose as a clothed model in a variety of poses to one or a group of people.	\$17.40	076550
Art Model - Nude	Pose as a nude model or in minimal clothing attire. He or she must be at least 18 years of age, and voluntarily consents to present himself or herself nude or in minimal clothing in a variety of poses to one or a group of people.	\$20.94	076550
Athletic Trainer Aide (Instr & Class Sup Tech 2)	Trainer aide assists with training activities and injuries of participants. Must be certified in first aid, CPR and difibrillator.	\$21.90	076010
Athletic Trainer	Performs professional duties as a certified athletic trainer for athletes at WVC sporting events.	\$39.52	076010
Bus/Van Driver (Truck Driver 2)	Drives bus or van for athletic and other events.	\$25.96	076090
Computer Lab Assistant 1	Entry level position requiring a H.S. diploma or equivalent. Little or no experience required. Must have taken college-level computer courses. Practical experience may substitute for college-level courses. Duties may include: monitor room, monitor auto-tracking equipment, open and lock room, ensure compliance with all WVC District Computer Usage and campus policies. Assist users with hardware and software	\$16.28	076490
Computer Lab Assistant 2	Must have advanced skills and one year of computer lab assistant experience. Monitor room, monitor auto-tracking equipment, open and lock room, ensure compliance with all WVC District Computer Usage and campus policies. Assist users with hardware and software problems and questions.	\$17.79	076490
Computer/Tutor Lab Attendant	Entry-level position requires H.S. diploma or equivalent. No experience necessary and no tutoring required. Duties may include: monitor room, monitor auto-tracking equipment, open and lock room, ensure compliance with all WVC District Computer Usage and campus policies. Assist users with hardware and software problems and questions.	\$16.28	076491
Custodian	Perform a variety of custodial assignments to meet the college's cleanliness standards, such as cleaning walls and floors, setting up facilities for various uses, cleaning and sanitizing restrooms, locking and unlocking buildings and operating power cleaning equipment.	\$17.02	076410
Event Attendant	Events helper generally responsible for taking tickets at the events but could include other event duties. Also includes camp aides that help with athletic camps sponsored by the college.	\$17.02	076414

Effective date: 7/1/24

Title	Description	Hourly Rate	Class Code
		7/1/24 - 6/30/25	
Event Coordinator 1	Independently coordinate day-to-day scheduling and use of on-site buildings, rooms, and facilities. Incumbents have extensive contacts with customers to ensure that logistics of events are made and completed on time.	\$17.02	076415
Event Coordinator 2	In addition to the event coordinator 1 duties, this position coordinates the full scope of events including responsibility for contracts negotiated and fees charged. In addition, this level works with inside customers, outside organizations and community members.	\$19.06	076415
Fiscal Technician	Perform repetitive fiscally related duties in a computerized environment. May perform duties in such areas as A/R, A/P, purchasing, cashiering, payroll, student aid, revenue, grants and contracts, fixed assets and general accounting.	\$17.02	076200
Game Management (Event Coord 1)	Performs a variety of duties before, during and after each sporting event and in accordance with the requirements of the NWAC.	\$17.02	076416
General Laborer (Utility Worker 1)	Perform manual labor and equipment operation involved in maintenance of buildings, grounds, utility systems, roads and parking facilities. Duties also include digging ditches, moving furniture and cleaning of facilities.	\$18.20	076430
Instructional & Classroom Support Technician 1	Prepare materials and equipment for use in a shop, classroom or laboratory. Assist students in course work assignments. Assist instructors in presenting course material to students.	\$19.50	076510
Instructional & Classroom Support Technician 3	<i>Must be approved in advance by human resources.</i> Specifically for special circumstances when a science instructional technician is needed to fulfill the full scope of the position when the regular technician is absent. In addition, this classification is for a technician providing music recording/mixing/editing/etc.	\$23.52	076510
Interpreter (ASL)	Provide sign language services to students as needed to complete their coursework. Depending on where they are hired from the hourly rate may be negotiated. (The state range is anywhere from \$40.00 to \$65.00 for certified interpreters.)	\$46.95	074463
Interpreter/Translator	Works with staff, the community and potential students on communication in a language other than English in both the spoken and the written word.	\$24.71	074464
IT Support Technician 1	Under general supervision, perform routine technical tasks such as testing, installing, maintaining, supporting, and/or averting hardware/software system failures on client applications, hardware and software products, network infrastructure equipment, or telecommunications software or hardware. Provide multimedia support at staff events. Must have a working knowledge of computer systems and are able to complete routine tasks without help.	\$20.94	076495
Library & Archives Parapro 1	Perform elementary technical library /media tasks such as answering elementary library information and directional questions, answering questions regarding the public catalog, referring clientele to librarians for professional services, searching for books or periodicals, filing, shelving books, delivering and setting up media equipment.	\$17.02	076600

		Effective date: 7/1/24	Hourly Rate	Class Code
Title	Description	7/1/24 - 6/30/25		
Library & Archives Parapro 3	In addition to the duties of the library parapro 1, assists students and faculty with developing and conducting computerized library research; revise catalog information and enter revisions into the OCLC data base.	\$19.50	076610	
Library & Archives Pro 2	Provide professional reference services to students and faculty, provide library and research services to faculty and staff (individually or in groups) which would include class orientations. Does not require a library degree.	\$24.10	076620	
Office Assistant 1 CCS1	Post records, file documents, answer phones and provide routine office assistance.	\$17.28	076100	
Painter	Under the direction of an assigned supervisor, paint buildings, hallways, classrooms and offices.	\$24.10	076440	
Peer Mentor (Instr & Class Sup Tech 1)	Must have GPA of 2.5 or above who conducts weekly mentoring sessions for program-eligible students. Develop a trusting relationship with students and help them: (1) navigate the transition to college, (2) develop effective study strategies and life skills to implement within the classroom and outside of the classroom as students work toward individual academic and personal goals, and (3) utilize appropriate campus resources to support their success. Can also help students navigate more complex processes such as appeals, financial aid, or program completion. Can help with the graduation and transfer process.	\$19.50	076644	
Program Assistant	Perform specialized technical/clerical duties in support of a program activity. Duties may include scheduling activities, set-ups and other support of a program activity. Also used for temporary special projects	\$18.61	076110	
Science Technician 1	Perform routine work in the cleaning and care of laboratory glassware and materials and laboratory work areas.	\$17.02	076480	
Service Center Assistant (Office Assistant 1)	Photo copy, inventory supplies, answer phones, deliver mail and supplies, stock shelves, sorting, etc.	\$17.02	076100	
Skilled Crafts (Maintenance Mechanic 2)	Carpentry, Plumbing, HVAC, Electrical, etc.	\$27.24	076460	
Student Rec Center Aide (Office Assistant 1)	Act as receptionist for rec center, log users in and out; demonstrate use of rec center equipment.	\$17.02	076100	
Student Rec Center Facility Rental/Shift Supervisor (Event Coordinator 2)	Serves as an evening and weekend supervisor, and as a substitute shift supervisor as needed for the student recreation center (SRC), works with the assistant director of student programs to coordinate special events and facility rental activities, develops and supervises SRC activities for WVC students, assists in the coordination of leagues and events, tournaments, and special events for intramural activities and other duties as assigned.	\$19.06	076535	
Test Examiner (Program Assistant)	Test examiner for GED, CASAS and other miscellaneous tests.	\$18.61	076649	

Effective date: 7/1/24

Title	Description	Hourly Rate	Class Code
		7/1/24 - 6/30/25	
Tutor (Instr & Class Sup Tech 1)	Provide students with courteous, competent and helpful academic assistance in applicable subjects. Demonstrated competence in applicable subjects. Refer students to available resources as needed. Perform duties of a computer lab assistant as necessary. Demonstrate procedures for students or visitors. Track student usage of tutoring resources and/or compile databases as necessary. Ability to work independently and a willingness to work in different modalities including in person, Canvas, and Zoom.	\$19.50	076645
Writer/Editor (Communications Consult 1)	Under the direction of an assigned supervisor, writes, edits, and proofreads college reports, documents and publications being prepared for print.	\$19.06	076648

Minimum wage as of 1/1/20: \$13.50, 1/1/21 \$13.69 1/1/22 \$14.49 1/1/23 \$15.74 1/1/24 \$16.28