



WALLA WALLA COMMUNITY COLLEGE  
**On-Campus Student Employment  
Job Description**

Walla Walla Campus Career Services: [careerservices@wwcc.edu](mailto:careerservices@wwcc.edu) | 509.527.4225  
Clarkston Campus Career Services: [kt.peterson@wwcc.edu](mailto:kt.peterson@wwcc.edu) | 509.758.1701

This job description provides a clear overview of the role, benefits, responsibilities, and skills required for student employment positions, helping both supervisors and student applicants understand the expectations of the job. Please complete the form below with any and all relevant information for your available job(s). Each unique job title should have its own job description.

<b>Job Title:</b> <u>Service Desk Associate</u>	<b>Start Date:</b> <u>Continuous Recruitment</u>	<b>Wage:</b> <u>Current minimum wage</u>
<b>Department:</b> <u>Student Rec Center - Student Activities</u>	<b>Work Location:</b> <u>Student Rec Center (SRC)</u>	
<b>Hours Per Week:</b> <u>90 mins - 20hr/week. See Availability Requirements</u>		
<b>How to Apply:</b> <u>Apply Online - copy &amp; paste this into your browser: <a href="https://forms.office.com/r/bfBL0pBnjt">https://forms.office.com/r/bfBL0pBnjt</a></u>		

Educational Benefits of This Job To Students: (i.e. teamwork, communication, leadership, etc.)

Develop service desk, leadership and team building skills.

Job Duties and Responsibilities:

**Professional Responsibilities:**

- Read and react to all paperwork requests on time, including time sheets, email, and text responses.
- Practice effective time management and use sub-requests in a timely manner.
- CPR/AED. You must have proof of current ADULT AED/CPR training to work for the Student Rec Centers. (Free training will be provided for you within 60 days of your employment date.)

**Roles and Responsibilities**

- Provide helpful front-desk check-in service.
- Awareness of, and appreciation for, individual uniqueness and diversity.
- Always oversee the facility to ensure the safety of participants, the building, and its equipment.
- Help to educate patrons on rules and policies-of-use for the weight room, the groupX room, cardio equipment, weight equipment and multi-purpose gym use.
- Maintain cleanliness and follow sanitization protocol for named spaces.
- Mandatory use of college email. Understanding of Microsoft Word and Excel preferred.

**Minimum Qualifications and/or Education Requirements:** (If State or Federal work-study, student must meet eligibility criteria)

- Current WWCC student enrolled in a minimum of six (6) credits
- Minimum of 2.0 GPA

**Preferred Skills:** (i.e. Microsoft Office, cleaning, customer service, etc.)

- Knowledge of exercise is a plus but not a requirement. On-the-job training provided!

**Availability Requirements/ Schedule:** (i.e. M, Th: 9am-11am)

6am - 8am, 8pm - 11pm, Monday - Sunday  
Anywhere from 90 minutes to 20/hrs per week, depending upon schedule availability and work study.

**Physical Requirements:** (i.e. standing, lifting, pushing/pulling, kneeling or squatting, etc.)

- Ability to lift 50lbs

**Additional Comments:**

Walla Walla Community College does not discriminate on the basis of race, color, national origin, sex, gender, disability, or age in its programs and activities. The following person has been designated to handle inquiries regarding non-discrimination policies: Vice President of Human Resources/ Title IX Coordinator/Section 504 Compliance Officer; 500 Tausick Way, Walla Walla, WA 99362; 509.527.4382; titleix@wwcc.edu.