



# ACADEMIC AFFAIRS OFFICE ASSISTANT FACULTY OFFICE ASSISTANT

## DEPARTMENT

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Office of Academic Affairs & Faculty Office (General Instruction/1510)

## QUALIFICATIONS

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- Dependable and responsible
  - Detail-oriented and precise
  - Able to work with little to no supervision
  - Able to manage multiple/repetitive tasks and work well under pressure
  - Willingness to learn
  - Good interpersonal skills
  - Maintains confidentiality
  - Moderate to significant experience with Word, PowerPoint, Excel
  - Basic office and filing skills
- Preferred:**
- Sophomore to senior status with at least a semester of classes at WPC
  - Experience in an office and/or customer service setting
  - Experience with Outlook & Adobe Professional
  - Experience with database entry

## DUTIES

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Support both the Office of Academic Affairs and the Faculty Office on tasks as assigned. Tasks to include: copying, scanning, data entry, data checking/clean-up, Scantron processing, creating PowerPoints, merging/editing PDF files, filing, drafting basic e-mail correspondence, assisting in meeting scheduling, general office support.

## COMPENSATION

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Begins at Minimum Wage. Must qualify for federal work study funds.

## HOURS

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4 to 6 hours per week (approximate)

## CONTACT

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Karen Aguilar  
503-517-1036  
kaguilar@warnerpacific.edu

Sunshine Dixon  
503-517-1095  
sdixon@warnerpacific.edu

Please send Student Employment application, Supplemental Application (next page), résumé, and two WPC academic references

# Office of Academic Affairs

## Supplemental Application for Work Study

INSTRUCTIONS: Please answer all questions to the best of your ability. Items that do not apply to you should be noted "Not Applicable" or "N.A." in the appropriate space.

As of date: \_\_\_\_\_  
\_\_\_\_\_ WPC Credits completed  
\_\_\_\_\_ Cumulative GPA  
\_\_\_\_\_ Verified by Records (initials)

Date Submitted \_\_\_\_\_

Name: \_\_\_\_\_ Major: \_\_\_\_\_

Cell Phone: \_\_\_\_\_ Alternative Phone: \_\_\_\_\_

Email: \_\_\_\_\_ WPC Box Number: \_\_\_\_\_

Desired number of hours per week: Fall \_\_\_\_\_ Spring \_\_\_\_\_

Dollar amount of eligible work study funds (per semester) \_\_\_\_\_

Do you plan to use your work study funds for additional positions during the academic year/semester?

Yes  No Position(s) \_\_\_\_\_

1. Why would you like to work for Academic Affairs?

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2. Which parts of the job description are most appealing to you?

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3. What past or current experience or education may be helpful in carrying out your duties?

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4. Please rank the following based on your strengths with 1 as your top strength and 7 as your least strength.

_____ Dependability.	_____ Organizational skills.
_____ Accuracy with data entry.	_____ Efficiency and precision.
_____ Problem solving, resourcefulness.	_____ Consistent positive attitude and
_____ Taking initiative on projects and responsibilities.	

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