



ADP OFFICE ASSISTANT

DEPARTMENT

Adult Degree Program - 1601
2600 SE 98th Avenue, Suite 200, Portland, OR 97266 (work must be performed at this location)

QUALIFICATIONS

- Dependable and responsible
- Detail-oriented and precise
- Strong customer service ethic
- Trustworthy. Able to hold confidential data
- Excellent written and verbal communication skills
- Proficient in computer programs, including Microsoft Office
- Self-motivated, but also able to work collaboratively as a team player
- High level of professionalism
- Transportation to the ADP, located at the address noted above.

DUTIES

As the office assistance, this position will assist all ADP departments with vital tasks necessary to support ADP students and faculty.

- Greet and assist visitors
- Answer the phone and transfer callers to the appropriate person
- Sign receipts for UPS/Fed Ex deliveries
- Create student packets for orientations
- Perform data entry and research for projects as assigned
- Provide support for textbook acquisition
- Verify readings for ADP courses
- Other duties as needed

COMPENSATION

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

HOURS

24 hours per week, including daytime and/or early evening hours. Schedule to be determined at point of hire.

CONTACT

Sheryl Thompson
Academic Services Office Manager
503-517-1310
sdthompson@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?

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

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

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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