



CAREER SERVICES ADMINISTRATIVE ASSISTANT

DEPARTMENT

Office of Academic Success – 5227

QUALIFICATIONS

- Self-starter with the ability to work independently under minimal supervision
- Dependable to meet deadlines
- Basic Microsoft Word and technology competencies
- Ability to learn new career platform HandShake.
- Strong attention to detail with efficiency and precision
- Robust writing skills and ability to edit for grammar mistakes
- Effective organizational skills
- Able to do repetitive tasks and sit for long periods of time
- Evidence of good judgment and ability to discern

DUTIES

- This position will assist Career Services to write and manage their weekly marketing materials. Responsibilities will include sorting through advertised job posts and promotions online, writing up brief descriptions of each, and crafting them into online blog posts. This position will also help with the distribution of flyers and other materials across campus. There will be other related duties as assigned.
- This position reports to Rod Johanson & Lisa Werner in the Academic Success Center.

COMPENSATION

Begins at Minimum Wage

HOURS

3-5 hours per week

CONTACT

Rod Johanson
Academic Success Director
503.517.1010
rjohanson@warnerpacific.edu

Office of Academic Success
Application for Career Services Office Assistant

Information contained herein will be kept in confidence. Please submit completed form to Rod Johanson in Student Affairs, Smith Hall 215. Questions can be emailed to rjohanson@warnerpacific.edu

Date Submitted: _____

Name: _____ Major: _____ GPA: _____

Address: _____

Cell Phone: _____ Other: _____

Email: _____ WPC Box Number: _____

Do you qualify for Work Study? Yes/No: _____ Credit Load for Fall: _____

Areas of Involvement for the summer (please list all on/off campus clubs/organizations, employment, athletics, service, etc.)

What interests you about this position?

What past or current experience may be helpful in carrying out the duties of this position?

WPC faculty or staff member who can serve as a reference: _____

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