



ENROLLMENT OFFICE ASSISTANT

DEPARTMENT

Office of Enrollment Management - 5100

QUALIFICATIONS

Phone answering experience, filing skills, good customer service, attention to detail, typing skills, and ability to lift 30 lbs.
Interview required.

DUTIES

- Conducting Campus tours
- Data entry
- Labeling
- Processing mailings
- Answering phones
- Filing copies
- Stocking materials
- Other administrative/clerical duties
- Straightening office
- Some other tasks as assigned

COMPENSATION

Begins at Minimum Wage

HOURS

Up to 10 hours per week

CONTACT

Kraig Etzel
Assistant Director of Admissions
503.517.1019
ketzel@warnerpacific.edu

Office of Enrollment Management

Application for Office Assistant 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. Information contained herein will be kept in confidence. Please submit completed form to *Kraig Etzel in Enrollment*. Questions can be emailed to ketzel@warnerpacific.edu.

WPC Credits completed as of

_____ May 2016

_____ GPA as of May 2016

_____ Verified by Records Office (initials)

Date Submitted _____

Name: _____ Major: _____

Address: _____
Street City, State Zip

Cell Phone: _____ Other: _____

Email: _____ WPC Box Number: _____

What dollar amount of work study funds are you eligible for the 2016-2017 school term? _____

Do you plan to use your work study funds for additional positions during the '16/'17 school year? Yes / No

Positions: _____

Areas of Involvement for 2016-2017 academic year (please list all on/off campus employment, athletics, volunteer, service, etc)

1. Why would you like to be a part of the Office of Enrollment Management?

2. Give specific examples of what is appealing to you about this position:

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

4. Please rank the following job duties 1-7 based on your strengths/preferences with 1 as your top strength, down to 7 as your least strength.

____ Professionalism. Answering phones, greeting visitors.

____ Accuracy with data entry.

____ Problem solving, resourcefulness.

____ Taking initiative on projects and responsibilities.

____ Organizational skills.

____ Efficiency and precision.

____ Consistent positive attitude and presence with others.

Warner Pacific College operates in accordance with the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, Title IX of the Education Act of 1975, and the Family Rights and Privacy Act of 1974. These acts, as amended, prohibit discrimination on the basis of age, race, color, sex, national or ethnic origin or physical handicap and provide for secure handling of all personal and educational records and materials. No question on this application is intended to secure information to be used for such discrimination. Warner Pacific College is an Equal Opportunity Employer.