



STUDENT FINANCIAL SERVICES

OFFICE ASSISTANT

DEPARTMENT

Student Financial Services - 5120

QUALIFICATIONS

- Excellent communication skills
- Prefer customer service experience
- Ability to manage multiple tasks, while maintaining attention to detail
- Knowledge of Microsoft Word and Excel helpful
- Confidentiality required
- Reliable. Committed to work scheduled hours
- Ability to focus on work tasks and avoid personal distractions
- Must maintain Satisfactory Academic Progress (SAP)

DUTIES

Phone and front desk reception. Accurate filing, creating labels, general office work, organizing scholarship information, data input, mailings, assisting Student Financial Services Counselors, assisting with Student Employment Programs and all other duties as assigned.

COMPENSATION

Begins at minimum wage.

HOURS

Looking for students who can cover all, or a portion, of the following hours during fall semester:

Mondays: 8:00am-1:00pm and 2:00pm -5:00pm. **Tuesdays:** 8:00am-10:00am and 12:00pm-4:00pm.

Wednesdays: 11:00am-1:00pm and 2:00pm-5:00pm. **Thursdays:** 8:00am-10:00am and 12:00pm-4:00pm.

Fridays: 2:00pm-5:00pm.

CONTACT

Please submit a resume and application to:

Tracy Hughes

Assistant Director of Student Financial Services

503.517.1373

thughes@warnerpacific.edu