



# CAREER SERVICES EVENTS PROMOTER

## DEPARTMENT

---

Office of Academic Success – 5210

## QUALIFICATIONS

---

- Confident public speaker with strong interpersonal skills
- High-level communicator capable of collaborating with others
- Energetic with the ability to get others on board with ideas
- Self-starter with the ability to work independently under minimal supervision
- Flexible and adaptable schedule
- Creative thinker who takes initiative on responsibilities
- Consistent positive attitude and presence with others

## DUTIES

---

- This position will assist Career Services promote campus events to the student body (both traditional students, as well as ADP). Responsibilities include the distribution of flyers and other marketing materials, making public announcements in front of the study body, collaborating with staff and faculty, partnering with Marketing, and finding other creative ways to spread awareness across campus. There will be other related duties as assigned.
- This position reports to Lisa Werner, the Academic Success Coordinator.

## COMPENSATION

---

Begins at Minimum Wage

## HOURS

---

As Needed

## CONTACT

---

Lisa Werner  
Academic Success Coordinator  
503.517.1692  
lwerner@warnerpacific.edu

# Office of Academic Success

## Application for Career Services Events Promoter

*Information contained herein will be kept in confidence. Please submit completed form to Lisa Werner in Student Affairs, Smith Hall 215. Questions can be emailed to [lwerner@warnerpacific.edu](mailto:lwerner@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 2016-2017 academic year (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: \_\_\_\_\_

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.