



CALL TEAM MEMBER

DEPARTMENT

Office of Enrollment Management - 5100

QUALIFICATIONS

- 2.5 GPA
- Goal-oriented
- Motivated
- Responsible
- Customer service experience
- Attention to detail
- Team player
- High level of professionalism and respect for Warner Pacific, team members, and prospective students and their families
- Exhibits strong organizational skills
- Capable of sitting for long periods of time

DUTIES

Job Summary: As one of the first contacts to connect with prospective students, Call Team Members play a vital role at Warner Pacific College and are an extension of the Office of Admissions. Call team representatives will interact with prospective students through various forms of communication, primarily phone and e-mail. The Call Team is responsible for assisting Admissions Counselors in building strong, sustainable relationships with potential Warner Pacific students and their families.

Specific responsibilities will include, but are not limited to:

- Call prospective students
 - Support Admissions Counselors in building relationships with prospective students via phone calling and e-mail
 - Present the benefits of Warner Pacific to potential students
 - Accurately answer questions concerning Warner Pacific
 - Gauge/qualify student interest in Warner Pacific; encourage them to apply as appropriate
 - Keep prospective students informed of events and college fairs
 - Meet and exceed specified goals and expectations
- Maintain database records
 - Confirm, edit and maintain accurate data on prospective students in GoldMine
 - Create and maintain accurate notes on student records, including any requests or follow-up needed

COMPENSATION

Begins at Minimum Wage

HOURS

Three Evenings a week - 3 hours per night.

CONTACT

Nick Poindexter
Assistant Director of Admissions
503.517.1128
npoindexter@warnerpacific.edu

**Qualified applicants will be contacted for interviews. A résumé is encouraged, but not required.*

Office of Enrollment Management

Application for Call Team

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 Nick Poindexter in Admissions. Questions can be emailed to [npoindester@warnerpacific.edu](mailto:npoindexter@warnerpacific.edu).*

WPC Credits completed as of

_____ May 2016

_____ GPA as of May 2016

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

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 Call team:

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

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.