



STUDENT AFFAIRS OFFICE ASSISTANT

DEPARTMENT

Office of Student Affairs – 8301

QUALIFICATIONS

A Warner Pacific College undergraduate student with strong customer service, organizational, communication, and problem solving abilities. Experience with Microsoft Access, Word, and Excel preferred. This position will require an even mix of work inside the office and around campus. This is a Federal Workstudy position and the applicant must qualify for work study on their FAFSA. Please contact the office below for an application.

DUTIES

- Manage the front desk.
- Data input for Residence Life Department.
- File maintenance
 - Creating new files when needed.
 - Filing new paperwork as needed.
- Answers the Residence Life phone, returns calls, or forwards messages when appropriate.
- Input work requests as needed and appropriate. Follow up on maintenance tickets.
- Checkout keys to departments and students and keep organized records
- Assist with housing logistics and upkeep including moving rental furniture, basic cleaning, and inspecting common areas.
- Other duties as assigned.

COMPENSATION

Begins at minimum wage (\$9.75/hour)

HOURS

5-10 hours per week as scheduled

CONTACT

Eddie Barnhart
Student Affairs and Residence Life Coordinator
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