



ENROLLMENT DEPARTMENT ASSOCIATE

FOCUS: RETENTION

DEPARTMENT

Enrollment Management - 5100

QUALIFICATIONS

Associates must have completed at least 30 semester hours of credit from Warner Pacific College and have a minimum cumulative grade point average of 2.75; students with junior standing are preferred; must be full-time students and on-campus resident preferred. Successful candidates will be self-starters, able to work independently, juggle multiple tasks, and meet deadlines with minimal supervision while taking ownership of their area while showing initiative. Candidates should possess excellent speaking, writing, interpersonal, and organizational skills.

Candidates should possess confidence and comfort with public speaking; one-on-one and in group settings, strong verbal and written communication skills, professional appearance, and creativity. Connection and respect with the WP student body as well as a commitment to diversity is essential.

DUTIES

The Retention Associate will assist the Enrollment Department in the following areas.

- **Serve on retention committees.** Maintain an active role on the Student Support Network and Retention Committees. Work to inform Enrollment department of student enrollment changes and act proactively to assist in retention rates.
- **Monitor “at-risk” students.** Assist with proactively working on students considered “at risk” all year, mid-term grade alerts, and end-of-year at risk student connections. Mentor and connect with assigned students on a weekly basis.
- **Connect with faculty.** Maintain a bi-weekly presence in faculty offices. Work with faculty to receive completed Vanished Student Reports (VSR), Academic Alert Forms, and Attendance Trackers. Create open communication with faculty to receive updates and concerns about at-risk students.
- **Assist with registration.** Help to create and implement strategies to encourage students to register for classes. Make non-registered student phone calls.
- **Support Admissions Department Staff.** Complete various tasks to assist in the daily functions and operations of the Admissions Team.
- **Attend Admissions Events.** Provide support during Admissions sponsored events; may include weekend or evening hours.

COMPENSATION

\$10.00 per hour

HOURS

Position available for the 2016-2017 academic year.

Requires 10-12 office hours a week daily Monday thru Friday with some afternoon/evening hours available, checking and following up with email and voicemail daily. Associates will be limited to one additional job or internship on or off campus at no more than 10 hours per week.

CONTACT

Kimberly Love
Retention and Student Success Manager
503-517-1009
klove@warnerpacific.edu



Office of Enrollment Management Application for Retention Associate

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 Kimberly Love in Admissions. Questions can be emailed to klove@warnerpacific.edu.*

WPC Credits completed as of _____ December 2015 _____ GPA as of December 2015

Date Submitted _____

Name: _____ Major: _____

Address: _____
Street City, State Zip

Cell Phone: _____ Other: _____

Email: _____ WPC Box Number: _____

Areas of Involvement for 2015-2016 academic year (please list all on/off campus employment, athletics, volunteer, service, etc)

Please answer these questions in a separate document and attach to your application:

1. Why would you like to be a part of the Office of Enrollment Management and what is appealing to you about the Retention Associate Position.
2. How do you see the role of Retention Associate as it connects to leadership?
3. What past or current experience or education may be helpful in carrying out your duties (relating to faculty and peers)? Include, where appropriate, activities in church, school or community service organizations.
4. What do you see as the advantages of a Warner Pacific education that you would communicate to current students at-risk?
5. If you have completed StrengthsQuest; what are your top 5 signature strengths?

References: Please list the name, relationship, and email of at least 2 professional references. At least one must be a WPC faculty, staff, or administrator. Both references need to have known you for a minimum of one year.

Name	Position/Relationship	Email
_____	_____	_____
_____	_____	_____

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.