



ENROLLMENT DEPARTMENT ASSOCIATE

FOCUS: EVENTS

DEPARTMENT

Enrollment Management - 5100

QUALIFICATIONS

Candidates should be skillful in writing and possess skills to manage people and tasks in fast-paced and sometimes chaotic events. Comfort with training others and ease with peers.

DUTIES

Mainly responsible for management of student focused campus events:

- **Assist in organizing and implementing campus events.** Specific tasks varying per event and current office needs.
- **Communicate** with current students prior to events (i.e. tour guides, RAs/Housing, College Activities Board) to coordinate logistics
- **Attend meetings** with Director of Events in addition to necessary departments on-campus prior to events: Residence Life staff, Athletics, Student Leadership, etc. Conduct tour guide meetings the week of an event to give final event details.
- **Maintain Event Tab in GoldMine.** Manage student data and sign-ups, reporting on event numbers prior to an event, printing necessary check-in sheets and data for day-of events, reporting following an event, and logging attendance in history.
- **Manage behind-the-scenes event tasks:** Create packets, sign-up sheets, nametags, housing assignments; also critical in day-of event organization and as point person; assists office staff with other duties necessary for events.
- **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.
- **Provide Campus Tours.** The Event Associate will also serve as a primary tour guide for visiting students and groups, and will work with the Enrollment Office and Visit Coordinator for scheduling these.

COMPENSATION

\$10.00 per hour

HOURS

Requires 10-13 office hours a week, with a heavy emphasis around event dates, periodic Admissions Associate group meetings, and campus tours. Checking and following up with email and voicemail daily.

Admissions Associates are also expected to be an active part of the Warner Pacific College team to staff certain events throughout the year. Dates for these events will be provided at Admissions Associate Training, in August before the start of school.

CONTACT

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