



RECORDS OFFICE ASSISTANT

DEPARTMENT

Office of the Registrar and Records - 5410

QUALIFICATIONS

Application and resume required. Accuracy tests will be administered. Detail oriented. Dependable. Responsible. Good interpersonal skills. Willingness to learn. Works well under pressure. Basic office skills – computer, filing, telephones, customer relations.

DUTIES

- Process paperwork
- Data entry and accuracy checks of student information
- Filing
- Answer phones
- Greet and assist those at the counter
- Run errands on campus
- Cover the office during lunch hour and meetings
- Other projects as assigned

COMPENSATION

Begins at Minimum Wage

HOURS

10 hours per week (approximate)

CONTACT

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