



STUDENT AFFAIRS OFFICE ASSISTANT

DEPARTMENT

Student Affairs- Student Life Center – 5250

QUALIFICATIONS

A Warner Pacific College undergraduate student with strong customer service, organizational, communication, and problem solving abilities. Experience with Microsoft Outlook, 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.

DUTIES

- Manage the front desk
- Data input for Student Affairs Department.
- Scanning ID cards at chapel
- Assist with student services issues; parking passes, student ID's, meal plans, and faith & service
- Answers the Student Affairs phone, returns calls, or forwards messages when appropriate.
- Input work requests as needed and appropriate. Follow up on maintenance tickets
- Other duties as assigned

COMPENSATION

Begins at minimum wage

HOURS NEEDED

Monday, Wednesday- 12-2; 4-5pm
Tuesday, Thursday- 11-1; 2-5pm
6-8 hours per week as scheduled

CONTACT

LaSondra Barnes
Student Services & Service Learning Coordinator
(503) 517-1088
Lbarnes@warnerpacific.edu