



CTL OFFICE ASSISTANT

DEPARTMENT

Center for Teaching and Learning (Academic Affairs) - 4475

QUALIFICATIONS

Characteristics:

- Possesses a hospitable, friendly demeanor.
- Detail oriented and commitment to accuracy.
- Able to stay on task in a distracting environment.
- Accomplishes work in a timely fashion.
- Dependable and willing to follow instructions.
- Strong sense of responsibility.
- Self-motivated and directed.
- Eagerness to learn new competencies.
- Willingness to work under pressure when required.
- Understands the importance of maintaining confidentiality.

Competencies:

- Good interpersonal and communication skills (e.g. commitment to forming and maintaining positive work and office environment, strong verbal communication skills and a focus on customer service, exercises appropriate telephone and digital etiquette).
- Possesses basic office and technical skills - adept with Microsoft Office Suite and web design.
- Commitment to good research and writing skills.

DUTIES

Hospitality:

- Manage front desk
- Greet and assist those who visit the CTL office
- Answers the CTL phone, returns calls, or forwards messages when appropriate
- Cover the office during lunch hour and meetings

Willingness to accomplish other projects as assigned

Logistics:

- Assist Directors with event management tasks
- Provide support and assistance for events and program activities
- Able to run errands on campus

Project Support:

- Conduct data research, entry and editing as assigned
- Capable of managing, editing, and updating web content
- Create and manage program files when needed
- Assist in project management and program assessment

COMPENSATION

Begins at Minimum Wage

HOURS

Up to 10 hours per week

CONTACT

Jessie Thompson
Director of Learning Communities
503-517-1155
jrthompson@warnerpacific.edu

To Apply:
Please send resume, two academic references, and one personal reference along with the attached application

Center for Teaching and Learning

Application for Part-Time Office Assistant

INSTRUCTIONS: 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. *Submit completed form to Jessie Thompson. Questions can be emailed to jrthompson@warnerpacific.edu*

WPC Credits completed as of _____ May 2017

_____ Cum GPA as of May 2017

_____ Verified by Records Office (initials)

Date Submitted _____

Name _____ Major _____

Address _____
City, State Zip

Campus Extension _____ Cell Phone _____ Other _____

Email _____ WPC Box Number _____

Areas of Involvement for 2017-2018 academic year (list all on and off campus employment, athletics, volunteer, service, etc.):

Times available in the Fall to work:

Times	Monday	Tuesday	Wednesday	Thursday	Friday
9-11a					
11a-1p					
1-3p					
3-5p					

1. Why would you like to be a part of the Center for Teaching and Learning?

2. Give specific examples of what is appealing to you about this part-time position?

3. What past or current experience or education may be helpful in carrying out your duties?

4. Please rank the following job duties 1-9 based on your strengths/preferences with

1 as your top strength, down to 9 as your least strength.

_____ Professionalism. Answering phones, greeting visitors.

_____ Performing data research, entry, and processing.

_____ Problem solving, resourcefulness.

_____ Taking initiative and following through on projects and responsibilities.

_____ Organizational skills.

_____ Efficiency and attention to detail.

_____ Consistent positive attitude and presence with others.

_____ Creative and artistic in project completion.

_____ Ease with technology and graphic design computer programs.

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