



ADMISSION OFFICE ASSISTANT

DEPARTMENT

Office of Admission - 5100

QUALIFICATIONS

Customer service experience (including phone and in-person interactions), filing skills, attention to detail, data entry/typing skills, and ability to lift 30 lbs.

Interview required.

DUTIES

- Conducting campus tours
- Data entry
- Cashiering for the WPU store
- Labeling
- Processing mailings
- Answering phones
- Filing copies
- Stocking materials
- Other administrative/clerical duties
- Straightening office
- Some other tasks as assigned

COMPENSATION

Begins at Minimum Wage

HOURS

Up to 20 hours per week

CONTACT

Nicki Greer
Admission Office and Visit Coordinator
503.517.1304
ngreer@warnerpacific.edu

Office of Admission

Application for Office Assistant Work-Study

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 *Nicki Greer in Admissions*. Questions can be emailed to ngreer@warnerpacific.edu.

WPU Credits completed as of

_____ May 2018

_____ GPA as of May 2018

_____ Verified by Records Office (initials)

Date Submitted _____

Name: _____ Major: _____

Address: _____
Street City, State Zip

Cell Phone: _____ Other: _____

Email: _____ WPU Box Number: _____

What dollar amount of work-study funds are you eligible for the 2018-2019 school term? _____

Do you plan to use your work-study funds for additional positions during the 2018-2019 school year? Yes / No

Positions: _____

Areas of Involvement for 2018-2019 academic year (please list all on/off campus employment, athletics, volunteer, service, etc.)

1. Why would you like to be a part of the Office of Admission?

2. Give specific examples of what is appealing to you about this position:

3. What past or current experience or education may be helpful in carrying out the duties of this position?

4. Please rank the following job duties 1-7 based on your strengths/preferences with 1 as your top strength, down to 7 as your least strength.

____ Professionalism. Answering phones, greeting visitors.

____ Accuracy with data entry.

____ Problem solving, resourcefulness.

____ Taking initiative on projects and responsibilities.

____ Organizational skills.

____ Efficiency and precision.

____ Consistent positive attitude and presence with others.

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