



ADMISSION CALL TEAM MEMBER

DEPARTMENT

Office of Admission - 5100

QUALIFICATIONS

- 2.5 GPA
- Goal-oriented
- Motivated
- Responsible
- Customer service experience
- Attention to detail
- Team player
- High level of professionalism and respect for Warner Pacific, team members, and prospective students and their families
- Exhibits strong organizational skills
- Capable of sitting for long periods of time

DUTIES

Job Summary: As one of the first contacts to connect with prospective students, Call Team Members play a vital role at Warner Pacific University and are an extension of the Office of Admission. Call team representatives will interact with prospective students through various forms of communication, primarily phone and e-mail. The Call Team is responsible for assisting Admission Counselors in building strong, sustainable relationships with potential Warner Pacific students and their families.

Specific responsibilities will include, but are not limited to:

- Call prospective students
 - Support Admission Counselors in building relationships with prospective students via phone calling and e-mail
 - Present the benefits of Warner Pacific to potential students
 - Accurately answer questions concerning Warner Pacific
 - Gauge/qualify student interest in Warner Pacific; encourage them to apply as appropriate
 - Keep prospective students informed of events and University fairs
 - Meet and exceed specified goals and expectations
- Maintain database records
 - Confirm, edit and maintain accurate data on prospective students
 - Create and maintain accurate notes on student records, including any requests or follow-up needed

COMPENSATION

Begins at Minimum Wage

HOURS

Three to Four Evenings a week - 3 hours per night.

CONTACT

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

**Qualified applicants will be contacted for interviews. A résumé is encouraged, but not required.*

Office of Admission

Application for Call Team

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 Admission. Questions can be emailed to ngreer@warnerpacific.edu.

WPU Credits completed as of _____ May 2019 _____ GPA as of May 2019 _____ Verified by Records Office (initials)
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Date Submitted _____

Name: _____ Major: _____

Address: _____
Street City, State Zip

Cell Phone: _____ Other: _____

Email: _____ WPU Box Number: _____

What dollar amount of Federal Work Study funds are you eligible for the 2019-2020 school term? _____
(refer to your award letter available on MyWP)

Do you plan to use your Federal Work Study funds for additional positions during the '19/'20 school year? Yes / No

Areas of Involvement for 2019-2020 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 Call team:

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

Warner Pacific University operates in accordance with the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, Title IX of the Education Act of 1975, and the Family Rights and Privacy Act of 1974. These acts, as amended, prohibit discrimination on the basis of age, race, color, sex, national or ethnic origin or physical handicap and provide for secure handling of all personal and educational records and materials. No question on this application is intended to secure information to be used for such discrimination. Warner Pacific University is an Equal Opportunity Employer.