



# ADMISSION CAMPUS TOUR GUIDE

## DEPARTMENT

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Office of Admission - 5100

## QUALIFICATIONS

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- Willing to represent Warner Pacific positively
- Able to work collaboratively with peers
- Able to take direction and work independently
- Willing to present for audiences ranging in size from 1-30 people
- Customer service experience preferred

Interview required.

## DUTIES

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- Guiding campus tours
- Assisting at Admission events
- Sitting on student panels
- Host Lunch and Class Visits
- Other tasks as assigned

## COMPENSATION

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Begins at Minimum Wage

## HOURS

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Varies depending on influx of admission visitors and events.

## CONTACT

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Nicki Greer  
Admission Office and Visit Coordinator  
503.517.1304  
[ngreer@warnerpacific.edu](mailto:ngreer@warnerpacific.edu)

# Office of Admission

## Application for Admission Campus Tour Guide 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](mailto:ngreer@warnerpacific.edu).

WPU Credits completed as of
_____ May 2019
_____ GPA as of May 2019
_____ 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 2019-2020 school term? \_\_\_\_\_

Do you plan to use your work-study funds for additional positions during the 2019-2020 school year? Yes / No

Positions: \_\_\_\_\_

Areas of Involvement for 2019-2020 academic year (please list all on/off campus employment, athletics, volunteer, service, etc.)

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

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

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

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4. Please rank the following 1-7 aspects of giving campus tours based on your strengths/preferences with 1 as your top strength, down to 7 as your least strength.

- \_\_\_\_\_ Consistent positive attitude and presence with others
- \_\_\_\_\_ Experience as a Current Student/Sharing Your Story
- \_\_\_\_\_ Ability to memorize the script
- \_\_\_\_\_ Enjoy meeting new people
- \_\_\_\_\_ Comfortable presenting for individuals and large groups
- \_\_\_\_\_ Think and react quickly, ready to answer any and all questions
- \_\_\_\_\_ Knowledge of Warner Pacific history and facts

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.