ACADEMIC AFFAIRS OFFICE ASSISTANT

DEPARTMENT
Office of Academic Affairs (General Instruction/1510)

QUALIFICATIONS
- Dependable and responsible
- Detail-oriented and precise
- Able to work with little to no supervision
- Able to manage multiple/repetitive tasks and work well under pressure
- Willingness to learn
- Good interpersonal skills
- Maintains confidentiality
- Moderate to significant experience with Word, PowerPoint, Excel
- Basic office and filing skills
- Preferred:
  - Sophomore to senior status with at least a semester of classes at WPU
  - Experience in an office and/or customer service setting
  - Experience with Outlook & Adobe Professional
  - Experience with database entry

DUTIES
Support the Office of Academic Affairs on tasks as assigned. Tasks to include: copying, scanning, data entry, data checking/clean-up, merging/editing PDF files, filing, drafting basic e-mail correspondence, assisting in meeting scheduling, general office support.

COMPENSATION
Minimum Wage. Must qualify for Federal Work-Study funds.

HOURS
3 to 4 hours per week (approximate)

CONTACT
Karen Aguilar
503-517-1036
kaguilar@warnerpacific.edu

Please send Student Employment application, Supplemental Application (next page), résumé, and two WPU academic references to the above-listed contact.
Office of Academic Affairs  
Supplemental Application for 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”.

Date Submitted: ________________

Name: ___________________________  Major: ___________________________

Cell Phone: ________________________  Alternative Phone: ________________________

Email: _____________________________  WPU Box Number: _____________

Desired number of hours per week:  Fall: __________  Spring __________

Dollar amount of eligible Federal Work-Study funds (per semester) __________

Do you plan to use your Federal Work-Study funds for additional positions during the academic year/semester?  
☐ Yes  ☐ No  Position(s) __________________________________________________________

1. Why would you like to work for Academic Affairs?

__________________________________________________________________________________

__________________________________________________________________________________

__________________________________________________________________________________

2. Which parts of the job description are most appealing to you?

__________________________________________________________________________________

__________________________________________________________________________________

__________________________________________________________________________________

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

__________________________________________________________________________________

__________________________________________________________________________________

__________________________________________________________________________________

4. Please rank the following based on your strengths with 1 as your top strength and 7 as your least strength.

   ____ Dependability
   ____ 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

As of date:

   _____ WPU Credits competed
   _____ Cumulative GPA
   _____ Verified by Records (initials)