



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".

As of date: _____
_____ WPU Credits competed
_____ Cumulative GPA
_____ Verified by Records (initials)

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