



# RECORDS CLERK

## DEPARTMENT

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Office of the Registrar and Records - 5410

## QUALIFICATIONS

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Application and resume required. Detail oriented. Dependable. Responsible. Able to maintain confidentiality. Good interpersonal skills. Willingness to learn. Basic filing skills.

## DUTIES

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- Filing
- Process paperwork
- Data entry, if needed
- Run errands on campus if, needed
- Cover the office during meetings, if needed
- Other projects as assigned

## COMPENSATION

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Begins at Minimum Wage

## HOURS

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4 hours per week (approximate)

## CONTACT

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Marlo Waters  
Registrar  
503.517.1012  
[mwaters@warnerpacific.edu](mailto:mwaters@warnerpacific.edu)