



# ADMISSION OFFICE ASSISTANT

## DEPARTMENT

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Office of Admission - 5100

## QUALIFICATIONS

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Customer service experience (including phone and in-person interactions), filing skills, attention to detail, data entry/typing skills, and ability to lift 30 lbs.

Interview required.

## DUTIES

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- Answering phones
- Data entry
- Cashiering for the WPU store
- Processing mailings
- Campus Tours
- Inventory and stock materials
- Maintain office appearance
- Other administrative/clerical duties

## COMPENSATION

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Begins at Minimum Wage

## HOURS

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Up to 20 hours per week

## CONTACT

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Carrie Bertalot  
Admission Counselor  
503.517.1332  
[cbertalot@warnerpacific.edu](mailto:cbertalot@warnerpacific.edu)

# Office of Admission

## Application for Office Assistant 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 Carrie Bertalot in Admissions. Questions can be emailed to [cbertalot@warnerpacific.edu](mailto:cbertalot@warnerpacific.edu).

WPU Credits completed as of _____ August 2021 _____ GPA as of August 2021 _____ 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 work-study funds are you eligible for the 2021-2022 school term? \_\_\_\_\_

Do you plan to use your work-study funds for additional positions during the 2021-2022 school year? Yes / No

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

Areas of Involvement for 2021-2022 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 job duties 1-7 based on your strengths/preferences with 1 as your top strength, down to 7 as your least strength.

\_\_\_\_\_ Professionalism. Answering phones, greeting visitors.

\_\_\_\_\_ 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.

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.