



STUDENT LIFE CENTER OFFICE ASSISTANT

DEPARTMENT

Student Life Center – 5250

QUALIFICATIONS

A Warner Pacific University undergraduate student with skills in communication, hospitality, organization, and problem-solving. Experience with Smartsheet, MyWP pages, and Microsoft Outlook, Word, and Excel is preferred. This position will require a mix of work inside the office and around campus. This is a Federal Workstudy position and the applicant must qualify for work study on their FAFSA.

DUTIES

- Manage the Student Life Center front desk, phone line, and email
- Answer the Student Life Center phone, returns calls, or forwards messages when appropriate
- Input data for the Student Success and Engagement Department
- Scan ID cards at Chapel and assist with McGuire Auditorium set-up
- Run reports for faith and service completion credits
- Maintain a clean area in the Student Life Center
- Other duties as assigned

COMPENSATION

Begins at minimum wage

HOURS NEEDED

10-15 hours per week as scheduled

CONTACT

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