



ADMISSIONS OFFICE ASSISTANT

DEPARTMENT

Office of Admissions - 5100

QUALIFICATIONS

Customer service experience (including phone and in-person interactions), data entry, attention to detail, typing skills, and ability to multi-task.

Must be eligible for Federal Work Study funding. Check your Financial Aid Offer Letter to see if you are awarded Federal Work Study.

DUTIES

- Answer phones
- Call prospective students
- Cashier for the WPU store
- Process mail
- Campus Tours
- Inventory and stock materials
- Maintain office appearance
- Other administrative/clerical duties

COMPENSATION

Begins at Minimum Wage

HOURS

Up to 20 hours per week

CONTACT

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