



KNIGHTS KORNER ASSISTANT

DEPARTMENT

Student Success & Engagement – 5220

QUALIFICATIONS

A Warner Pacific University undergraduate student with skills in digital literacy, communication, marketing, hospitality, organization and ability to take initiative. Experience with Smartsheet, Canva and Microsoft Outlook, Word, Forms, and Excel is preferred. This position will assist with both internal and external university events.

This is a Federal Work Study position and the applicant must be awarded work study on their financial aid offer.

DUTIES

- Assist with the development of accurate record of donations
- Assist with the development of training materials for Knights Korner volunteers
- Manage an up-to-date schedule of shift coverage for Knights Korner
- Complete routine checks on perishable items
- Facilitate daily operations of Knights Korner
- Respond to inquiries from students in a timely manner
- Cultivate external relationships with community partners
- Attend all appropriate meetings, including team meetings and training as requested by the supervisor
- Maintain clear professional and personal boundaries
- Maintain the highest levels of confidentiality when dealing with student information
- Greet visitors in a positive and professional manner
- Other duties as assigned

COMPENSATION

Begins at Minimum Wage

HOURS

Up to 20 hours per week as scheduled

CONTACT

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