



STUDENT LIFE CENTER OFFICE ASSISTANT

DEPARTMENT

Student Life Center – 5250

QUALIFICATIONS

A Warner Pacific University undergraduate student with skills in communication, hospitality, organization, and digital literacy. Experience with Smartsheet, MyWP pages, Canva, 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
- Run reports for the Student Life Center
- Log Student Life Center Use
- Assist with book dissemination
- Maintain a clean area in the Student Life Center
- Other duties as assigned

COMPENSATION

Begins at minimum wage

HOURS NEEDED

10-20 hours per week as scheduled

CONTACT

Vanessa Guerrero
Director of Residence Life and Student Engagement
503-517-1098
vguerrero@warnerpacific.edu