



STUDENT SUCCESS & ENGAGEMENT OFFICE ASSISTANT

DEPARTMENT

Student Success & Engagement – 5220

QUALIFICATIONS

A Warner Pacific University student with skills in digital literacy, communication, marketing, hospitality, organization and ability to take initiative. 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 at university events. This is a Federal Workstudy position and the applicant must qualify for work study on their FAFSA.

DUTIES

- Be able to complete specific project management tasks such as: updating Squire, Website and MobileUp app
- Establish and organize Knights Corner (Food Pantry and Clothing Closet)
- Input data for various Student Success and Engagement departments
- Run reports and disaggregate data (Career Services, retention, etc.)
- Maintain professionalism which includes appropriate attire, clean work space, communication, etc.)
- Excellent written and oral communication skills
- Answer the Student Success and Engagement phone, returns calls, or forwards messages when appropriate
- Other duties as assigned

COMPENSATION

Begins at minimum wage

HOURS NEEDED

20 hours per week as scheduled

CONTACT

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