



# STUDENT LIFE CENTER OFFICE ASSISTANT

## DEPARTMENT

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Student Life Center – 5250

## QUALIFICATIONS

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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

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- 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
- Assist with book dissemination
- Maintain a clean area in the Student Life Center
- Other duties as assigned

## COMPENSATION

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Begins at minimum wage

## HOURS NEEDED

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10-20 hours per week as scheduled

## CONTACT

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Shimiki Stringer  
Director of Residence Life and Student Engagement  
503-517-1098  
[sstringer@warnerpacific.edu](mailto:sstringer@warnerpacific.edu)