



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.
- Have a minimum cumulative grade point average of 2.75
- Must be eligible for Federal Work Study funding. Check your Financial Aid Offer Letter to see if you are awarded Federal Work Study.

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

Shimiki Stringer
Director of Residence Life and Student Engagement
503-517-1098
stringer@warnerpacific.edu