



ACADEMIC AFFAIRS EVENTS AND PROGRAM SUPPORT

DEPARTMENT

Academic Affairs/Faculty Office (General Instruction/1510)

QUALIFICATIONS

- Dependable and responsible
- Detail-oriented and precise
- Able to work with little to no supervision
- Able to manage multiple/repetitive tasks and work well under pressure
- Willingness to learn
- Good interpersonal skills
- Maintains confidentiality
- Moderate to significant experience with Word, PowerPoint, Excel
- Basic office and filing skills

Preferred:

- Experience in an office and/or customer service setting
- Experience with Outlook & Adobe Professional
- Experience with database entry

DUTIES

Support the Academic Affairs Office on tasks as assigned by Academic Affairs Coordinator. This position will work closely with the Academic Affairs Coordinator on events put on by the office of Academic Affairs as well as supporting the schools and college that make up Academic Affairs. The ideal candidate for this role will be able to work evenings and potentially weekends as needed for events as well as work during business hours to support the academy as needed. This position will also support the Office of Institutional Effectiveness with preparation for the NWCCU Year Seven Evaluation of Institutional Effectiveness and accreditation site visit.

COMPENSATION

Minimum Wage. Must qualify for Federal Work-Study funds.

HOURS

10 hours per week (approximate)

CONTACT

Jamison Hanson
503-517-1036
jhanson@warnerpacific.edu

Dr. Latrissa Lee Neiworth
503-517-1221
lneiworth@warnerpacific.edu

Please send your résumé and two WPU academic references to the above-listed contacts.

Warner Pacific University operates in accordance with the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, Title IX of the Education Act of 1975, and the Family Rights and Privacy Act of 1974. These acts, as amended, prohibit discrimination on the basis of age, race, color, sex, national or ethnic origin or physical handicap and provide for secure handling of all personal and educational records and materials. No question on this application is intended to secure information to be used for such discrimination. Warner Pacific University is an Equal Opportunity Employer.