



ADMISSIONS CALL TEAM MEMBER

DEPARTMENT

Office of Admissions - 5100

QUALIFICATIONS

- 2.5 GPA
- Goal-oriented
- Motivated
- Responsible
- Customer service experience
- Attention to detail
- Team player
- High level of professionalism and respect for Warner Pacific, team members, and prospective students and their families
- Exhibits strong organizational skills
- Capable of sitting for long periods of time

DUTIES

Job Summary: As one of the first contacts to connect with prospective students, Call Team Members play a vital role at Warner Pacific University and are an extension of the Office of Admission. Call team representatives will interact with prospective students through various forms of communication, primarily phone and e-mail. The Call Team is responsible for assisting Admission Counselors in building strong, sustainable relationships with potential Warner Pacific students and their families.

Specific responsibilities will include, but are not limited to:

- Call prospective students
 - Support Admission Counselors in building relationships with prospective students via phone calling and e-mail
 - Present the benefits of Warner Pacific to potential students
 - Accurately answer questions concerning Warner Pacific
 - Gauge/qualify student interest in Warner Pacific; encourage them to apply as appropriate
 - Keep prospective students informed of events and University fairs
 - Meet and exceed specified goals and expectations
- Maintain database records
 - Confirm, edit and maintain accurate data on prospective students
 - Create and maintain accurate notes on student records, including any requests or follow-up needed

COMPENSATION

Begins at Minimum Wage

HOURS

Three to Four Evenings a week - 3 hours per night (shifts include times between 3-7 p.m.).

CONTACT

Scott Nelson
Associate Vice President for Undergraduate Admissions
503.517.1024
sbnelson@warnerpacific.edu