



ADMISSIONS OFFICE ASSISTANT

DEPARTMENT

Office of Admissions - 5100

QUALIFICATIONS

- Minimum 2.5 GPA
- Customer service experience
- Organized and detail-oriented
- Team player
- Strong Communication and Interpersonal Skills
- Professional demeanor and appearance
- Ability to handle confidential information with discretion
- Accountable and Responsible

DUTIES

Job Summary: The Admissions Office Assistant plays a vital role in supporting the daily operations of the Admissions Office. As the face of the University, you will serve as a liaison between prospective students, their families, and the University community. Your responsibilities will include greeting visitors, answering inquiries, and providing general assistance to ensure a welcoming and professional environment.

Provide Office Assistance: Support the Admissions team with administrative tasks, including data entry, answering phones, call prospective students, and other administrative/clerical duties.

- Campus Tours
- Inventory and stock materials
- Maintain office appearance
- Process mail
- Facilitate key information to prospective students and families regarding Warner Pacific University

COMPENSATION

Begins at Minimum Wage

HOURS

Up to 20 hours per week

CONTACT

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