



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

Ashley Berry
Director of Admissions
503.517.1323
aberry@warnerpacific.edu