

STUDENT FINANCIAL SERVICES



OFFICE ASSISTANT

DEPARTMENT

Office of Student Financial Services - 5120

QUALIFICATIONS

- Must be a good problem solver
- Ability to receive directions and work independently
- Excellent communication skills
- Ability to manage multiple tasks while staying organized, efficient and maintaining attention to detail
- Reliable; committed to work scheduled hours
- Customer service experience preferred
- Knowledge of Microsoft Word and Excel preferred
- Must maintain Satisfactory Academic Progress (SAP)

DUTIES

- Filing: The majority of duties involve maintaining student files and ensuring documents are filed accurately
- Data input: including but not limited to scanning and correctly saving documents to student files
- General office work
- General customer service: answering phones, greeting students at the desk, covering for lunch breaks
- Assisting Student Financial Services staff
- Other duties as assigned

COMPENSATION

Begins at Minimum Wage

HOURS

Varies based on availability, up to 20 hours per week

CONTACT

Please submit a resume and application to:
Dustin Kummrow
Director of Financial Aid
dkummrow@warnerpacific.edu