

Job Description

Carroll University
Center for Academic Advising Services
100 N. East Avenue
Waukesha, WI 53186

Purpose of Job:

- To support the overall services provided by the Center for Academic Advising Services to better serve students, faculty, professional staff and guests throughout the academic year.

Duties & Responsibilities:

- Students will be involved in reception area responsibilities to include assistance with welcoming guests, answering phone calls, scheduling appointments, and learning overall advising center policies and procedures. Students will be involved in general clerical support, as well as Academic Advising Services program support.

Job Qualifications:

- Academic Advising Services is interested in students who want to learn and develop skills related to providing welcoming support to all faculty, staff, students and guests. We are looking for individuals with abilities to attend to detail, to listen well and follow instructions, and to learn organizational skills. Students must have interests and abilities in working independently and collaboratively team members.

Supervisor:

- **Dr. Mary Beth Skelly – 262.650.4913 – mskelly@carrollu.edu**