

Job Description

Carroll University
Institutional Advancement
100 N. East Avenue
Waukesha, WI 53186

Purpose of Job:

- Assist Institutional Advancement, including the Development and Alumni departments.

Duties & Responsibilities:

- Data Entry (updates to CX records, adding parent records)
- Filing
- Assist with mailings (stuffing, sealing, etc.)
- Assist with alumni/development events
- Assist with other duties as assigned

Job Qualifications:

- Must be able to work with confidential material
- Must have computer, clerical skills
- Accuracy and attention to detail
- Must be available during normal office hours (8:00-4:30)

Supervisor:

- **Janine Kujawa 262.524.7239**