

Job Description

Carroll University
College of Humanities and Social Sciences
100 N. East Avenue
Waukesha, WI 53186

Purpose of Job:

- Provide administrative support to administrative assistants, dean of the college, and other faculty as necessary.

Duties & Responsibilities:

- General office work
- Data entry

Job Qualifications:

- Previous office experience a plus, but not required.

Supervisor:

- **Laura Grace Peek,**
262-951-3048