

## **Job Description**

### **ART**

Carroll University  
100 N. East Avenue  
Waukesha, WI 53186

#### Purpose of Job:

- To assist faculty, staff and students of Carroll University through working on-site in the Art Department.

#### Duties & Responsibilities:

- Maintain the art lab and art classrooms.
- Assist art faculty in clerical work and art displays.
- Design posters and announcements.
- To staff the Art Building and answer any questions visitors to the building may have.
- To work in conjunction with photography, computer graphics, ceramics and sculpture labs.
- To answer phones, do clerical work and other duties as assigned.

#### Job Qualifications:

- Some knowledge of the Adobe Photoshop Suite (especially Photoshop) would be good, but not essential.
- The desire to work in an active public setting.
- The ability to work well with others.

#### Supervisor:

- Philip Krejcarek -  
262-524-7194