

## **Job Description**

### **BUSINESS, ACCOUNTING & ECONOMICS DEPARTMENT (BAE)**

Carroll University  
100 N. East Avenue  
Waukesha, WI 53186

#### Purpose of Job:

- Student Assistants are responsible for performing various office tasks for the professors and other faculty, and for the Departments' administrative assistant. This position reports to the BAE and Computer Science Departments' administrative assistant.

#### Duties & Responsibilities:

- Copy classroom materials for instructors
- Assist instructors with organizational and research tasks
- Distribute documents to other departments around campus
- Answer general questions from students and/or other faculty
- Keep the work area neat and clean
- Perform other duties as assigned

#### Job Qualifications:

- Business/Org. Leadership/Accounting/Computer Science/Graphic Communication majors. Will accept a few students from other majors also.

#### Length of Employment:

- This position will be in effect during the official calendar year for Carroll University – namely 8/24/2011 – 5/13/2012 for the 2011/12 academic year.

#### Supervisor:

- **Barbara DeYoung,**  
**262-524-7080**