

Job Description

Carroll University
Carroll Academy
100 N. East Avenue
Waukesha, WI 53186

Purpose of Job:

- To help register community children and adults for Carroll Academy non-credit enrichment classes, music lessons, and tutoring.
- To assist with projects associated with these non-credit classes.

Duties & Responsibilities:

- Process registrations, answer phone calls, file completed registration materials, make copies, and other duties as assigned.

Job Qualifications: Strong communication and computer skills, attention to details, hard working, punctual, and dependable.

- Education, fine arts, and business majors are especially encouraged to apply.

Supervisor:

- Dr. Cathleen Morris
262.524.7634