

## **Job Description**

Carroll University  
**Communication Department**  
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 Communication Department.

### Duties & Responsibilities:

- To assist faculty of Carroll University with administrative duties as needed.
- To do clerical work and other duties as assigned.

### Job Qualifications:

- The desire to work in an active public setting.
- The ability to work well with others.
- Knowledge of Carroll's Communication Program is strongly desired for this position.
- The desire to represent Carroll in a positive light as a representative of the University

### Supervisor:

- Barbara King  
262.524.7134