

Job Description

Carroll University
EDUCATION DEPARTMENT
100 N. East Avenue
Waukesha, WI 53186

Purpose of Job:

- Assist faculty and staff and students of the Education Dept

Duties & Responsibilities:

- Sit at main reception desk and greet students/faculty/visitors
- Answer questions as you are able
- Refer students to others in the dept for answers to questions
- Take paperwork from students and refer to proper person
- File
- Update data bases
- Do mailings (label envelopes, fold and stuff papers)
- Organize paperwork
- Create bulletin boards
- Walk from Barstow to Voorhees to pick up and deliver mail
- Fix small jams in the copier (we will train)
- Other duties as assigned

Job Qualifications:

- Know the alphabet and be able to file in alphabetical order
- Be trustworthy as many documents are confidential
- Be computer literate – we can train on specific applications
- Have some people skills. You will be interacting with others.
- Have flexibility and patience.
- Be kind.

Supervisor:

- **Marilyn Meyer**
262-524-7288