

Job Description

Carroll University
FINANCIAL AID
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 Student Financial Services Office.

Duties & Responsibilities:

- To assist faculty and staff of Carroll University with administrative duties as needed.
- To staff the Financial Aid Office, and answer any questions visitors may have.
- To answer phones, 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.
- A knowledge of Carroll's Student Financial Services Program is strongly desired for this position.
- The desire to represent Carroll in a positive light as a representative of the University.

Supervisor:

- **Kellie Cooke**
262-524-7295