

Job Description

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

Purpose of Job:

- Administrative support for the Director of General Education

Duties & Responsibilities:

- Scheduling
- Correspondence
- Project management
- Filing
- Some research on Gen Ed issues

Job Qualifications:

- Detail-oriented person
- Fluent in MS Office and other software

Supervisor:

- **Fred W. Beuttler**
fbeuttle@carrollu.edu