

Job Description

Carroll University
HEALTH SCIENCES
100 N. East Avenue
Waukesha, WI 53186

Purpose of Job:

- Assist faculty and staff in respective departments

Duties and Responsibilities:

- Staff and monitor facilities on an hourly basis
- Complete assigned projects
- Straighten, maintain, inventory, and set up classrooms and labs as needed
- Make copies, send faxes, and scan documents using the Multi Functioning Device (MFD)
- Escort or tour visitors as needed
- Retrieve and distribute mail, packages, and duplication materials
- Follow and perform hourly responsibilities in the assigned location
- Complete general office duties
- Document hours worked on timesheet
- Follow all policies found in the Student Worker Handbook

Job Qualifications:

- Must have Financial Aid award
- Student enrolled in Carroll University
- Ability to follow directions and complete assigned tasks
- Ability to follow up on tasks that need to be completed

Supervisor:

- Janet L. Dargatz
(262)524-7650