

Job Description

Carroll University
Housing Office
100 N. East Avenue
Waukesha, WI 53186

Purpose of Job:

- The student worker assists and supports the Housing Office. They report to the Housing Coordinator and take direction from other Student Affairs professional staff members.

Duties & Responsibilities:

- Answer calls to the Housing Office (x7330) using proper telephone etiquette.
- Assist with Room Condition and Apartment Condition Reports.
- Help maintain the Housing Office filing system.
- Assist with Preview Days and Move-in
- Assist with early arrival and break requests.
- Help maintain the Housing Office key inventory.
- Utilize computer skills (Jenzabar, Adirondack, Microsoft Office, etc.).
- Utilize Carroll Housing e-mail accounts as a way to communicate/respond with students, parents, colleagues and professional staff members.
- Perform other duties and special projects as assigned.

Job Qualifications:

- Strong inter-personal, communication and customer service skills, **a high degree of attention to detail**
- Ability to problem solve, work as a team player, manage multiple priorities
- Reliability and accuracy
- Previous experience in Residence Life and Housing preferred
- Desire to learn and adapt to an ever changing environment
- Ability to stand or sit for extended periods of time
- Confidentiality

Supervisor:

- Barb Flynn,
262.524.7330