

Job Description

Carroll University
Office of International Education
100 N. East Avenue
Waukesha, WI 53186

Purpose of Job:

- To assist the Office of International Education and the students we serve.

Duties & Responsibilities:

- Serve as the first contact in the reception area; greet students and visitors and direct them to the appropriate offices
- Photocopy, fax, scan, and file as needed
- Create bulletin boards and promotional materials (fliers, handouts, etc.)
- Organize information in spreadsheets
- Assist at study abroad information tables and events
- Assist others in A. Paul Jones Scholars Hall if not assigned to a task from the Office of International Education
- Other duties as assigned

Job Qualifications:

- Understand and exhibit confidentiality
- Basic knowledge of Microsoft programs (Word, Excel, PowerPoint)
- Ability to be polite, welcoming, and helpful to visitors of A. Paul Jones Scholars Hall
- Detail-oriented and organized
- Capable of being creative at times
- Professional demeanor

Supervisor:

- Kathy Hammett
262-650-4911