

Job Description

Carroll University
Modern Languages
100 N. East Avenue
Waukesha, WI 53186

Purpose of Job:

- To assist in departmental (Modern Languages and Literatures) operations in a variety of areas from general office duties to more skilled tasks involving graphic design, translation, interpretation, language tutoring, classroom assistance, computer skills.

Duties & Responsibilities:

- See above listing. Duties and responsibilities will be commensurate with the specific skills of the student.

Job Qualifications:

- Skills in graphics
- Computers (word processing)
- Translation and interpretation (Spanish)
- Advanced language skills
- Computer research
- General office duties
- Burning of CDs / DVDs
- Preparation of PowerPoint's.

Supervisor:

- Elena De Costa
262-524-7284