

Job Description

Carroll University
Music – Office Assistant
100 N. East Avenue
Waukesha, WI 53186

Purpose of Job:

- To provide assistance in the music office to the Administrative Associate and professors, as needed.

Duties & Responsibilities:

- Assist in preparation of bulk mailings
- Pick-up of music department mail in Voorhees
- Delivery of materials to other offices on campus
- Telephone answering/fielding of phone calls
- Operating the photocopier
- Filing/record keeping
- Preparation of programs for concerts and recitals
- Other duties as may arise

Job Qualifications:

- This job requires the ability to work independently as well as with others, to be detail-oriented, to have a good knowledge of FileMaker Pro and Microsoft Word; to have good telephone skills; to be friendly and amiable when greeting visitors to the music department.
- This job may require that the student worker be issued a key(s) to areas in the Shattuck Music Center. Keys are issued in trust; misuse of the key(s) will result in disciplinary action being taken, which could include termination of the student.

Supervisor:

- Dena LeMere,
262-524-7182