

Job Description

Carroll University

Office of Part-Time Studies

100 N. East Avenue
Waukesha, WI 53186

Purpose of Job:

- To provide assistance to the Administrative Assistant for Part-time Studies and Admission Counselors and Graduate Admission Counselor in the Part-time Studies Office in the completion of daily and special tasks.

Duties & Responsibilities:

- Data Entry
- Prepare Materials for Counselor Appointments
- Retrieving and Distribution of Mail
- File Correspondence and Folders
- Sort and Distribute Letters to be signed by Counselors
- Scanning
- Making and Preparing Applicant Folders
- Inventory of Inquiry Packets and Prepare Folders as needed for both Undergraduate and Graduate Programs
- Admission Ambassador (Tour Guide for Prospective Students)
- Assist with Mailings for both Undergraduate and Graduate Program
- Special Projects as Assigned
- Other Duties as Assigned

Job Qualifications:

- Dependable
- Confidentiality is **extremely important**
- Courteous and Out-Going
- Maintain a Positive Attitude
- Work Accurately and Follow Directions
- Data Entry
- Word Processing

Supervisor:

- Jan Snyder,
262-650-4824