

Job Description

Carroll University
Office of the President
100 N. East Avenue
Waukesha, WI 53186

Purpose of Job:

- Assist President's Executive Assistant

Duties & Responsibilities:

- Assist with phones, mail, faxes and other duties as assigned

Job Qualifications:

- Knowledge of Outlook, CX, Excel, Microsoft Word
- Pleasant phone manners
- Professional appearance and ability to greet guests to the President's office

Length of Employment:

- This position will be in effect during the official calendar year for Carroll University – namely 8/24/2011 – 5/13/2012 for the 2011/12 academic year.

Supervisor:

- Gina Ehler
262-524-7247