

Job Description

Carroll University
Public Relations
100 N. East Avenue
Waukesha, WI 53186

Purpose of Job:

- To assist the Public Relations staff with a wide variety of projects that serve students, alumni, donors, friends of Carroll, faculty and staff.

Duties & Responsibilities:

- Write press releases to announce student accomplishments and campus events.
- Compile alumni notes for Pioneer magazine.
- Write profiles of students, faculty and staff for Carroll publications.
- Maintain newspaper clip archives and student publicity card files.
- Update lobby welcome board with good news stories.
- Assist with office mailings.
- Greet and assist visitors.

Job Qualifications:

- Strong attention to detail, communication and organizational skills.
- The ability to work with minimal supervision.
- Respect for the confidentiality of student/alumni/donor information.
- A desire to represent Carroll University in a positive and professional manner.

Supervisor:

- Melissa McGraw
262.524.7244