

Job Description

Carroll University
Registrar's Office
100 N. East Avenue
Waukesha, WI 53186

Purpose of Job:

- The purpose of this job is to assist staff members and provide clerical support at the Registrar's Office. Additionally to provide customer service to those needing the services of the Registrar's Office.

Duties & Responsibilities:

- General Office Duties
- Answer Phone calls
- Scan Documents using FEITH Document Imaging Software
- Assist Staff Members on Assignments
- Other Projects as Assigned

Job Qualifications:

- Strong customer service skills.
- Ability to work well with others.

Supervisor:

- Kristin Schneider,
262-524-7209