

## **Job Description**

Carroll University  
**Religious Studies**  
100 N. East Avenue  
Waukesha, WI 53186

### Purpose of Job:

- To provide office and academic support for faculty in Religion and Philosophy

### Duties & Responsibilities:

- Designing flyers for guest speakers
- Designing tables and excel charts
- Office support (e.g. copying, ordering office supplies, scanning documents)
- Accessing materials from the library
- Academic support: Basic and preliminary research on religion and philosophy topics

### Job Qualifications:

- Able to operate the campus copiers
- Preferred, but not necessary: use of excel and powerpoint

### Supervisor:

- Jim Grimshaw  
(262) 524-7293