

Job Description

Carroll University
Carroll University Scholars Center
100 N. East Avenue
Waukesha, WI 53186

Purpose of Job:

- To assist staff of the Carroll Scholars Center office through working on-site in the CSC office.

Duties & Responsibilities:

- To assist staff of the CSC with administrative duties as needed.
- To assist administrative staff with Celebrate Carroll and other events.
- To do clerical work and other projects as assigned.
- To do computer data entry.

Job Qualifications:

- The desire to work in an active office setting.
- The ability to work well with others.
- The ability to work with confidential materials
- The ability to multitask and follow through with internal and external constituents.
- The desire to represent Carroll in a positive light as a representative of the University.

Supervisor:

- **Jodi Weaver**
(262) 534-7657