

Job Description:

Carroll University
STUDENT ACTIVITIES
100 N. East Avenue
Waukesha, WI 53186

Purpose of Job:

- Student Activities is home to many different aspects of campus life including student organizations, Greek life, and campus programming. We strive to enhance the Carroll experience by providing social opportunities for students to participate in throughout their time at Carroll. By program planning for the campus and providing support for over 50 student organizations, we facilitate leadership development, and the ability to experience new opportunities that are both social and educational in nature.

Duties & Responsibilities:

- Plan, implement and attend programs including, but not limited to:
 - CU@Nite Weekend Programming
 - Travel Series
 - Spring Fling
 - Monthly commuter events
- Communicate effectively with student organizations and departments across campus
- Create and distribute publicity for programmed events
- Assist the student organizations and the Greek community in program planning and organizational support
- Manage student organization paperwork, listservs, website, database, etc...
- Ability to attend student worker training in late August, if possible
- Other duties as assigned

Job Qualifications:

- Maintain confidentiality
- Have the ability to work some evenings and weekends
- Good communication skills
- Ability to collaborate departmentally
- Ability to become van driver certified is preferred
- Graphic design experience is a plus

Supervisor:

- Christine Gravelle,
262.524.7686