

## **Job Description**

Carroll University  
**Office of Student Success**  
100 N. East Avenue  
Waukesha, WI 53186

### Purpose of Job:

- Assist Director of Student Success in daily operation of the office.

### Duties & Responsibilities:

- Mainly administrative paperwork and mailing responsibilities.
- Needs to be familiar with how to use excel.

### Job Qualifications:

- Registered full time student at Carroll.

### Supervisor:

- **Jeff McNamara**  
**262-524-7360**