

Job Description

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

Purpose of Job:

- To support the WYC staff in providing disability services and personal counseling to Carroll clients.

Duties & Responsibilities:

- Provide assistance to anyone contacting the WYC
- Welcoming visitors
- Answering and directing phone calls and emails
- Scheduling appointments for counselors
- Provide assistance to Administrative Assistant as needed
- Represent WYC at various counseling awareness tables on campus.

Job Qualifications:

- Ability to understand and practice confidentiality, punctuality, and professionalism
- Demonstrates attention to detail and conscientiousness when performing tasks
- Friendliness/approachability with those who contact the center
- Ability to work in a team or alone
- Ability to communicate well verbally and in writing

Supervisor:

- **Ann Warzyn**
262-524-7621