



UNIVERSITY of DUBUQUE

HERITAGE CENTER STUDENT OFFICE ASSISTANT

Immediate Supervisors: Special Assistant to the President & Executive Director; Heritage Center Office Manager

Position Purpose: Student Office Assistants assist the Heritage Center with day-to-operations, in particular, event promotion through database creation, poster distribution, and student engagement.

Position Duties:

- Distribute season brochures, posters, and table cards for each event on campus and throughout the community
- Assist in data management by collecting, recording, and organizing information/contact lists for various mailings, reports, etc.
- Assist with the SchoolBus Series by collecting teacher contact information for schools in the Tri-State area
- Submit event information to be published on community websites and marquees
- Assist with mailings: draft letters, print, assemble envelopes
- Be an active member of the Heritage Performing Arts Advisory Committee (HPAAC)
- Help identify and develop student engagement ideas
- Promote Heritage Center events to fellow peers
- Usher at SchoolBus shows during the day
- Support full-time Heritage Center staff, upon request, with day-to-day tasks. This may include assistance in a variety of operational areas requiring evening or weekend hours.
- Perform other duties as assigned

Position Requirements:

- Ability to work 8-10 hours per week
- Neat, professional appearance
- Transportation to deliver marketing materials around the community
- Good communication and critical thinking skills

Contact:

Tom Robbins, Executive Director, trobbsins@dbq.edu

Korissa Clark, Office Manager, kclark@dbq.edu