

University of Dubuque  
Student Employment Opportunities

JOB TITLE:	SEMINARY – ADMINISTRATIVE ASSISTANT
Department:	Seminary
Location:	Severance Hall
Supervisor:	Susan Forshey, PhD
Supervisor Phone Number:	563-589-3353
Supervisor email:	sforshey@dbq.edu
Job Description:	<ul style="list-style-type: none"><li>- Organization of a professor's library and research files.</li><li>- General administrative and office tasks.</li></ul>