

JOB TITLE:	OFFICE ASSISTANT – ACADEMIC ADVISING
Department:	Academic Success Center
Location:	Center for Advising and Vocation (Lower Level of Peters Commons)
Supervisor Name:	Keisha Schroeder, Director of Advising
Supervisor Phone Number:	563.589.3106
Supervisor Email:	kschroeder@dbq.edu
Job Responsibilities:	<p>Will assist the Center for Advising and Vocation in the following ways:</p> <ul style="list-style-type: none">• Welcome students and guests to the center• Assist students with basic questions about where to find their University information and how to schedule appointments• Alphabetize, sort, and file documents• Assist staff with tasks and other duties as assigned
Qualifications:	<ul style="list-style-type: none">• Undergraduate UD student• Maintain a 2.00 University cumulative GPA• Able to work 8-12 hours per week• Prefer a minimum of 12 credits earned at UD