

University of Dubuque  
Student Employment Opportunities

JOB TITLE:	STUDENT OFFICE AIDE
Department:	Academic Affairs
Location:	Severance Hall, First Floor
Supervisor:	Beth Parkin/Ann Kendell
Supervisor Phone Number:	589-3205/589-3206
Supervisor email:	bparkin@dbq.edu/akendell@dbq.edu
Job Description:	<ul style="list-style-type: none"><li>• Computer data entry</li><li>• General office duties</li><li>• Photocopying, filing and shredding</li><li>• Assist with mail and mailings</li><li>• Errands on campus</li><li>• Perform other job duties as assigned</li></ul>