

University of Dubuque
Student Employment Opportunities

JOB TITLE:	ALUMNI AMBASSADOR - ADVANCEMENT
Department:	Advancement
Location:	Van Vliet Hall
Supervisor:	Beth Burgmeier
<u>Application Deadline:</u>	Applications must be submitted online, and are DUE by Monday, August 28 th at 5pm. Please stop by the Office of Advancement in person to sign up for an interview appointment by Tuesday, September 5 th . Interviews will be held September 6 th and 7 th and will last approximately 30 minutes.
Email:	bburgmeier@dbq.edu
Job Responsibilities:	Assist the Alumni and Advancement Office with day-to-day office tasks, alumni relations and alumni related projects. Some tasks include: filing, online research, information gathering, data updates, etc. Proficiency in Microsoft Word and Excel is a plus. Possible evening, and some weekend work depending on alumni events.
# of Positions:	4-6
Application:	Please apply online at: http://www.dbq.edu/Alumni/AlumniAmbassadorApplication/