

University of Dubuque
Student Employment Opportunities

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| JOB TITLE: | ALUMNI AMBASSADOR – PROSPECT RESEARCH |
| Department: | Advancement |
| Location: | Van Vliet Hall |
| Supervisor: | Erin Coates |
| <u>Application Deadline:</u> | Applications must be submitted online, and are DUE by Monday August 31 st at 5pm. Please stop by the Office of Advancement in person to sign up for an interview appointment by Tuesday September 1 st . Interviews will be held September 2 nd and 3 rd and will last approximately 30 minutes. |
| Email: | ecoates@dbq.edu |
| Job Responsibilities: | Assist the Alumni and Advancement Office with Prospect Research – this would include online research and information gathering, data updates, etc.... Other duties would be day to day office tasks and alumni relation projects. Possible evening, and some weekend work depending on alumni events. |
| # of Positions: | 1-3 |
| Application: | Please apply online at: http://www.dbq.edu/Alumni/AlumniAmbassadorApplication/ |