

University of Dubuque
Student Employment Opportunities

JOB TITLE:	ALUMNI AMBASSADOR
Department:	Advancement
Location:	Van Vliet Hall
Supervisor:	Katie Kraus
<u>Application Deadline:</u>	Applications are DUE by Wednesday, Dec.10 at 5pm. Please stop by the Office of Advancement in person to pick up, then turn in your application and sign up for an interview between December 3- 10 at 12pm. Interviews will be approximately 15 minutes long and will be held on Thursday, December 11 or Friday, December 12. You must sign up IN PERSON only.
Email:	kkraus@dbq.edu
Job Responsibilities:	Assist the Advancement office with day to day office tasks and alumni relations projects. Possible evening, and some weekend work depending on alumni events.
# of Positions:	2-4