

University of Dubuque
Student Employment Opportunities

JOB TITLE:	DEPARTMENTAL ASSISTANT
Department:	Business
Location:	Myers Center, Room 105
Supervisor:	Carol Knockle
Supv. Phone Number:	563-589-3300
Supv. Email:	cknockle@dbq.edu
Job Responsibilities:	<ul style="list-style-type: none">• Desk duties – answer phone, assist students, visitors, etc.• Run errands – mail and campus delivery• Cleaning reception area, mailroom and kitchen area weekly• Other duties as assigned