

University of Dubuque

Student Employment Opportunity

Job Title	Departmental Assistant
Department	Business & Accounting
Location	Myers, rm 105
Supervisor	Ricardo Cunningham
Supervisor's phone number	589-3728
Supervisor's email	rcunning@dbq.edu
Job responsibilities	<ul style="list-style-type: none">• Desk duties- answer phone, assist students, visitors etc.• Run errands- campus delivery• Cleaning reception area, mailroom and kitchen weekly• Other duties as assigned