

University of Dubuque
Student Employment Opportunities

JOB TITLE:	CHAPEL/CAMPUS MINISTRY ASSISTANT
Department:	Campus Ministry
Location:	Blades #203 and Blades Chapel
Supervisor:	Rev. Jim Gunn
Phone Number:	563.589.3582
Email:	jgunn@dbq.edu
Job Responsibilities:	<ul style="list-style-type: none"> • Ensure final touches on the physical set-up of chapel M-W-F, which starts at 11:00 AM. Work in coordination with the seminary and maintenance/facilities in planning for physical arrangement of the sanctuary. (Maintenance is responsible for main set-up.) • Coordinate and provide for the availability of coffee and other fellowship beverages for after chapel. • Run "MediaShout" (the software used for projecting) during chapel. • In coordination with chaplain, assist in preparing MediaShout content for chapel. • Other projects as gifts and time allow, such as working on brochures, posters, and information management.
# of Positions:	1 to 3, depending upon the availability and skill-sets of the student(s).