

University of Dubuque
Student Employment Opportunities

JOB TITLE:	CAREER & LIFE SERVICES WORK STUDY
Department:	Student Life
Location:	2 nd Floor of Peters Commons
Supervisor:	Amy Baus and Mary Kruser
Supv. Phone Number:	563-589-3132 or 563-589-3128
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Job Responsibilities:	<ul style="list-style-type: none">• Provide phone and walk-in traffic coverage at circulation desk during normal business hours• Maintain quality customer service to internal and external customers of the Office• Share suggestions to improve the distribution, communication, and marketing of programs, services, and resources of the Office• Assist to prepare research information, as well as update hardcopy and online materials for the Office• Other duties as assigned