

University of Dubuque
Student Employment Opportunities

JOB TITLE:	OFFICE ASSISTANT
Department:	Teacher Education
Location:	Smith Hall, 3 rd Floor
Supervisor:	Susie Scott
Supv. Phone Number:	563-589-3232
Supv. Email:	sscott@dbq.edu
Job Responsibilities:	<ul style="list-style-type: none">• Entering data into computer; filing; entering information into LiveText; picking up and taking mail to mailroom; other miscellaneous clerical duties.