

JOB TITLE:	INTERNATIONAL STUDENT ASSISTANT
Department:	International Studies Office
Location:	Heritage Center Suite 306
Supervisor Name:	Phyllis Garfield
Supervisor Phone Number:	563.589.3712
Supervisor Email:	pgrafiel@dbq.edu
Job Responsibilities:	<ul style="list-style-type: none">• Serve as peer counselor and mentor for international students• Provide language assistance (Mandarin or Arabic) for new students• Assist with programs and activities• Transportation and other tasks relating to orientation in August and January• Other administrative duties as needed