

JOB TITLE:	OFFICE ASSISTANT
Department: Location: Supervisor Name: Supervisor Phone Number: Supervisor Email:	Registrar 325 Charles and Romona Myers Center (MTAC) Kim Wulfekuhle-Isaac 563.589.3178 kisaac@dbq.edu
Job Responsibilities:	Will assist the Registrar’s Office in the following ways: <ul style="list-style-type: none"> • Welcome students to the office • Assist students with basic questions • Alphabetize, sort and file documents • Assist staff with tasks and other duties as assigned
Qualifications:	<ul style="list-style-type: none"> • Undergraduate UD Student • Maintain a 2.00 University cumulative GPA • Able to work 8-12 hours per week