

<b>JOB TITLE:</b>	<b>FRONT DESK ASSISTANT</b>
Department:	Student Life Department
Location:	Peters Commons, 2 <sup>nd</sup> Floor
Supervisor Name:	Mary Kruser
Supervisor Phone Number:	563.589.3128
Supervisor Email:	MKruser@dbq.edu
Job Responsibilities:	<ul style="list-style-type: none"><li>• Provide professional telephone support at Reception Desk in Student Life</li><li>• Provide coverage for walk-in traffic at reception desk during normal business hours</li><li>• Maintain quality customer service to internal and external customers</li><li>• Assist in filing for Residence Life</li><li>• Assist with the daily mail collection and distribution for Student Life</li><li>• Run errands as necessary across campus</li><li>• Other duties as assigned</li></ul>