

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