

University of Dubuque
Student Employment Opportunities

Student Life: International Studies

JOB TITLE:	INTERNATIONAL STUDENT ASSISTANT
Department:	Student Life – International Studies
Location:	Top Floor Peters Commons
Supervisor:	Phyllis Garfield
Phone Number:	563-589-3712
Email:	PGarfield@dbq.edu
Job Responsibilities:	<ul style="list-style-type: none">• Serve as peer counselor/leader for international MBA Students (assist with language issues; Mandarin Chinese and English languages is important)• Perform various administrative duties• Assist with programs and activities• Assist with transportation and other duties pertaining to the orientation process• These jobs are each 10 hours/week
# of Positions:	2
Potential student name(s):	Usually hired from current cohort student body