

University of Dubuque
Student Employment Opportunities

JOB TITLE:	STUDENT LIFE WORK STUDY
Department:	Student Life Department
Location:	2 nd Floor of Peters Commons
Supervisor:	Mary Kruser and Amy Baus
Supervisor Phone Number:	563.589.3128
Supervisor email:	mkruser@dbq.edu
Job Description:	<ul style="list-style-type: none">• Provide professional telephone and walk-in traffic support at the reception desk in Student Life Department• Provide quality customer service to internal and external customers• Assist with survey data entry for Career Services• Assist with filing for Residence Life• Assist with daily mail collection and distribution for Student Life• Other duties as assigned
Interview:	Resume review and interview