

University of Dubuque
Student Employment Opportunities

JOB TITLE:	WENDT RECEPTIONIST
Department:	Wendt Center
Location:	MTAC 352
Supervisor:	Patience McCarty / Annalee Ward
Supv. Phone Number:	563-589-3440 / 563-589-3715
Supv. Email:	PAMcCarty@dbq.edu / ARWard@dbq.edu
Job Responsibilities:	<ul style="list-style-type: none">• Greet everyone who walks by the Wendt Center and everyone who stops in.• Smile, even while on the phone.• Act in a professional manner.• Hospitality: offer refreshments to anyone who comes in for a meeting.• Business-Casual dress. You are the welcoming face of the Wendt Center.• Keep the conference room and kitchenette area clean. Clean dishes and counters as needed.• Keep the refrigerator stocked.• Let Patience or Dr. Ward know if any office items are needed.• Keep the front desk and entry area tidy, open and welcoming.