

University of Dubuque  
Student Employment Opportunities

JOB TITLE:	PROSPECT RESEARCH WORK STUDY
Department:	Advancement
Location:	Van Vliet
Supervisor:	Erin Coates
Phone Number:	563-589-3351
Email:	<a href="mailto:ecoates@dbq.edu">ecoates@dbq.edu</a>
Job Responsibilities:	<ul style="list-style-type: none"><li>▪ Database entry of Prospect Records</li><li>▪ Data management of prospect records.</li><li>▪ Conduct biographical, business, and financial research on individuals, corporations &amp; foundations.</li><li>▪ Database entry of prospect management tracking.</li><li>▪ Online and archives research</li><li>▪ Knowledge of Microsoft Office; Word &amp; Excel</li><li>▪ Assist in the evaluation and development of research techniques and technologies with the Prospect Research Specialist.</li></ul>
# of Positions:	1