

University of Dubuque  
Student Employment Opportunities

JOB TITLE:	CAREER & LIFE SERVICES WORK STUDY
Department:	Student Life
Location:	2 <sup>nd</sup> Floor of Peters Commons
Supervisor:	Amy Baus
Phone Number:	(563)-589-3132
Email:	<a href="mailto:abaus@dbq.edu">abaus@dbq.edu</a>
Job Responsibilities:	<ul style="list-style-type: none"> <li>• Provide phone and walk-in traffic coverage at the circulation desk from 10:00 am – 3:00 pm Monday – Friday from 9-6-13 thru 12-20-13.</li> <li>• Provide quality customer service to internal and external customers of UD’s Student Life offices.</li> <li>• Provide the Director of Career &amp; Life Services suggestions on improving the distribution, communication, and marketing of programs, services, and resources of the office to the UD student body.</li> <li>• Assist to prepare research information, as well as update hardcopy and online materials Other duties as assigned</li> </ul>
# of Positions:	1 or 2 students dependant on availability of work
Interview	Student applicants will be required to meet for an informal interview before the starting date.