

University of Dubuque
Student Employment Opportunities

JOB TITLE:	OFFICE ASSISTANT – ACADEMIC ADVISING
Department:	Academic Success Center
Location:	Center for Advising and Vocation, lower level of Peters Commons
Supervisor:	Keisha Schroeder, Director of Advising
Supv. Phone Number:	563-589-3106
Supv. Email:	kschroeder@dbq.edu
Job Responsibilities:	<p>Qualifications:</p> <ul style="list-style-type: none">- Undergraduate UD student- Maintain a 2.00 University cumulative GPA- Able to work 8-12 hours / week- Prefer a minimum of 12 credits earned at UD <p>Responsibilities include, but are not limited to:</p> <ul style="list-style-type: none">- Welcome students and guests to the center- Assist students with basic questions about where to find their University information and how to schedule appointments- Alphabetize, sort and file documents- Assist staff with tasks and other duties as assigned