

<b>JOB TITLE:</b>	<b>ADVANCEMENT / ALUMNI AMBASSADOR</b>
Department:	Advancement
Location:	Van Vliet Hall
Supervisor Name:	Beth Burgmeier
Application Deadline:	Applications must be submitted online, and are DUE by Monday, August 26 <sup>th</sup> at 5pm. Please email: <a href="mailto:bburgmeier@dbq.edu">bburgmeier@dbq.edu</a> in the Office of Advancement to schedule an interview appointment by Wednesday, September 4 <sup>th</sup> . Interviews will be held September 5 <sup>th</sup> and 6 <sup>th</sup> and will last approximately 30 minutes.
Supervisor Email:	<a href="mailto:bburgmeier@dbq.edu">bburgmeier@dbq.edu</a>
Job Responsibilities:	Assist the Advancement Office with day-to-day office tasks, and the Alumni Office with alumni related projects. Some tasks include: filing, online research, information gathering, data updates, etc. Proficiency in Microsoft Word and Excel is a plus. Must be available to work Mondays and Fridays. Also must work Homecoming, Family Day, December/May Commencement Dinners and other alumni events.
Number of Positions:	2-3
Application:	Please apply online at: <a href="http://www.dbq.edu/Alumni/AlumniAmbassadorApplication/">http://www.dbq.edu/Alumni/AlumniAmbassadorApplication/</a>