

University of Dubuque
Student Employment Opportunities

JOB TITLE:	ALUMNI AMBASSADOR – ALUMNI ENGAGEMENT
Department:	Advancement
Location:	Van Vliet Hall
Supervisor:	Katie Kraus
<u>Application Deadline:</u>	Applications must be submitted online, and are DUE by Monday, August 28 th at 5pm. Please stop by the Office of Advancement in person to sign up for an interview appointment by Tuesday, September 5 th . Interviews will be held September 6 th and 7 th and will last approximately 30 minutes.
Email:	kkraus@dbq.edu
Job Responsibilities:	Assist the Director for Alumni Engagement with event planning, social media outreach, day to day office tasks, and other alumni related projects. Possible evening and weekend work depending on alumni events.
# of Positions:	1-3
Application:	Please apply online at: http://www.dbq.edu/Alumni/AlumniAmbassadorApplication/