

University of Dubuque  
Student Employment Opportunities

JOB TITLE:	ALUMNI AMBASSADOR – PROSPECT RESEARCH
Department:	Advancement
Location:	Van Vliet Hall
Supervisor:	Erin Coates
<b><u>Application Deadline:</u></b>	Applications must be submitted online, and are accepted throughout the semester. Interviews will last approximately 30 minutes.
Email:	ecoates@dbq.edu
Job Responsibilities:	Assist the Alumni and Advancement Office with Prospect Research – this would include data entry, data research in periodicals/online, filing, and day to day office tasks. Accuracy and attention to detail are a must. Possible weekend work depending on alumni events and student's availability.
# of Positions:	1-3
Application:	Please apply online at: <a href="http://www.dbq.edu/Alumni/AlumniAmbassadorApplication/">http://www.dbq.edu/Alumni/AlumniAmbassadorApplication/</a>