

University of Dubuque
Student Employment Opportunities

JOB TITLE:	ALUMNI CALLER - ADVANCEMENT
Department:	Advancement
Location:	Van Vliet Hall
Supervisor:	Tim Melvold and Emily Coon
<u>Application Deadline:</u>	Applications must be submitted online, and are DUE by Monday August 31 st at 5pm. Please stop by the Office of Advancement in person to sign up for an interview appointment by Tuesday September 1 st . Interviews will be held September 2 nd and 3 rd and will last approximately 30 minutes.
Email:	Tmelvold@dbq.edu Ecoon@dbq.edu
Job Responsibilities:	Alumni callers will contact UD alumni and donors to share information about UD, ask for financial support to the Annual Fund and thank donors for their commitment to UD. Callers will work roughly 9 hours a week on Wednesday, Thursday and Sunday nights from 6pm-9pm.
# of Positions:	2-3
Application:	Please apply online at: http://www.dbq.edu/Alumni/AlumniCallerApplication/