

JOB TITLE:	CLERK
Department:	Business Office
Location:	Heritage Center (HRTG)
Supervisor Name:	Wendy Geerts
Supervisor Phone Number:	563.589.3141
Supervisor Email:	Wgeerts@dbq.edu
Duties and Responsibilities:	<ul style="list-style-type: none">*Assist Students and Faculty as needed both in email and in person*Operate Cash register and assist with mailbox keys.*Learn to operate the Postal Machine efficiently.*Sort and organize Mail and Packages correctly as needed.*Must be able to be helpful and personable.*Must be responsible and trustworthy.*Flexible schedule. <p>Currently looking for students to fill the following hours:</p> <p>Monday 1-5</p> <p>Tuesday 8-12</p> <p>Wednesday 1-5</p> <p>Thursday 8-12</p> <p>Friday 1-4</p>
Classification	None
Purpose or Role within the Organization:	Supports the Campus Post Office and Print Room through various tasks and duties.
Rate of Pay:	Minimum Wage
General Qualifications:	Must be enrolled at least half-time.
Length of Employment:	Beginning of the fall semester to the end of the spring semester.
Evaluation Procedures & Schedules:	None