

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:	*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. If you can help fill these hours please contact me! HOURS NEEDED: - M 9-12 - T 9-12 & 1-5 - W 9-12 - TH 9-12 & 1-5 - F 9-12
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