

JOB TITLE:	CLERK
Department:	Campus Post Office and Print Room
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"> • Customer service • Operate cash register • Sort mail • Process outgoing mail • Must be able to lift up to 30 pounds • Other duties as assigned
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