

JOB TITLE:	CLERK
Department:	Campus Post Office and Print Room
Location:	Heritage Center (HRTG)
Supervisor Name:	JoAnne Trowbridge
Supervisor Phone Number:	563.589.3141
Supervisor Email:	jtrowbridge@dbq.edu
Job 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