

<b>JOB TITLE:</b>	<b>OFFICE ASSISTANT</b>
Department:	Teacher Education
Location:	Smith Hall, 3 <sup>rd</sup> Floor
Supervisor Name:	April Eimers
Supervisor Phone Number:	563.589.3232
Supervisor Email:	<a href="mailto:AEimers@dbq.edu">AEimers@dbq.edu</a>
Job Responsibilities:	<p>Will assist with the Education Department in the following ways:</p> <ul style="list-style-type: none"><li>• Data entry</li><li>• Filing</li><li>• Entering information into LiveText</li><li>• Picking up and taking mail to the mailroom</li><li>• Other miscellaneous duties as assigned</li></ul>