JOB TITLE:	Engineering Student Assistant
Department:	School of Engineering and Technology
Location:	University of Dubuque, Dubuque, Iowa
Supervisor Name:	Jodi Prosise, Dean of Engineering and Technology; task direction also provided by Joe Bormann, the Director of the Chlapaty Center for Innovation
Supervisor Phone Number:	563-589-3612
Supervisor Email:	jprosise@dbq.edu
Duties and Responsibilities:	• Assist with planning and coordinating Engineers Week events, including researching activities, organizing supplies, preparing materials, tracking details, and supporting event setup and activities. • Research innovation center equipment, including specifications, pricing, space and utility needs, training, maintenance, and potential educational uses; organize findings for review. • Help maintain equipment information, supply lists, project files, and planning spreadsheets. • Prepare and organize documents, presentations, and event communications as directed. • Complete other related administrative, research, and event support tasks assigned by the Dean or Director.
Classification	Student employee; part-time, 5 hours per week.
Purpose or Role within the Organization:	Support the Dean of Engineering and Technology and the Director of the Chlapaty Center for Innovation with event planning, equipment research, and organizational tasks that advance engineering education and innovation at UD.
Rate of Pay:	Minimum Wage
General Qualifications:	Must be enrolled at least half-time. Strong organizational skills, attention to detail, and dependable follow-through. Ability to research information, summarize findings, communicate clearly, and work independently with guidance. Basic proficiency with Microsoft Word, Excel, and PowerPoint or similar tools. Interest in engineering, technology, innovation, or event planning; prior technical experience is not required. Maintain confidentiality as appropriate.
Length of Employment:	Beginning of the fall semester to the end of the spring semester. Five hours per week, scheduled with supervisors around classes and project needs.
Evaluation Procedures & Schedules:	Supervisors provide ongoing feedback and an end-of-semester review of reliability, communication, accuracy, task completion, and progress on assigned projects.

Affirmative Action/Equal Employment Opportunity Employer. For more information regarding the Jeanne Clery Act, please go to https://www.dbq.edu/SafetySecurity/JeanneCleryAct/