

University of Dubuque
Student Employment Opportunities

JOB TITLE:	OFFICE ASSISTANT
Department:	FINE & PERFORMING ARTS
Location:	HRTG 302F
Supervisor:	AMY RESSLER
Phone Number:	X 3635 OR CELL: 563-542-5452
Email:	ARESSLER@DBQ.EDU
Job Responsibilities:	<ul style="list-style-type: none">• FILING, COPYING, RUNNING ERRANDS ON CAMPUS, ASSISTING WITH THEATRE PRODUCTION TECHNICAL DETAILS. NEEDS SOME COMPUTER SAVVY.
# of Positions:	ONE