

University of Dubuque
Student Employment Opportunities

JOB TITLE:	INTERNATIONAL STUDENT ASSISTANT
Department:	International Studies Office
Location:	Heritage Center Suite 306
Supervisor:	Phyllis Garfield
Supv. Phone Number:	563-589-__3712__
Supv. Email:	_____pgarfiel @dbq.edu
Job Responsibilities:	<ul style="list-style-type: none">• Serve as peer counselor/mentor for international students• Provide language assistance (Mandarin or Arabic) for new students• Assist with programs and activities• Assist with transportation and other duties pertaining to orientation (August and January)• Assist with other administrative duties as needed