

<b>JOB TITLE:</b>	<b>SEMINARY VOCATION ASSISTANT</b>
Department:	Seminary
Location:	Severance Hall, Second Floor; work may done remotely
Supervisor Name:	Dr. Sue LeFeber
Supervisor Phone Number:	563.589.3114
Supervisor Email:	<a href="mailto:slefeber@dbq.edu">slefeber@dbq.edu</a>
Duties and Responsibilities:	<ul style="list-style-type: none"> <li>• Catalog internship and placement opportunities</li> <li>• Update seminary publications</li> <li>• Read and respond to placement emails</li> </ul>
Classification	None
Purpose or Role within the Organization:	Maintain placement opportunities web page
Rate of Pay:	Minimum Wage
General Qualifications:	Must be enrolled at least half-time. Must have good writing and communication skills.
Length of Employment:	Beginning of the fall semester to the end of the spring semester.
Evaluation Procedures & Schedules:	None