

<b>JOB TITLE:</b>	<b>OFFICE ASSISTANT</b>
Department:	Wendt Center for Character Education
Location:	Charles & Romona Myers Center (MTAC) 352
Supervisor Name:	Mary Bryant, Vanessa Espinosa
Supervisor Phone Number:	563.589.3440
Supervisor Email:	Wendt@dbq.edu, MKBryant@dbq.edu, VEspinosa@dbq.edu
Duties and Responsibilities:	<ul style="list-style-type: none"> <li>• Serve as front office greeter, welcome students and guests to the Wendt Center</li> <li>• Answer phones</li> <li>• Run campus errands</li> <li>• Hospitality duties are office cleanup and stocking supplies</li> <li>• Assist staff with tasks and other duties as assigned</li> </ul>
Classification	None
Purpose or Role within the Organization:	Facilitating the mission and function of the Wendt Character Initiative
Rate of Pay:	Minimum Wage
General Qualifications:	Must have some morning availability and be enrolled at least half-time.
Length of Employment:	Until end of spring semester, potential to return the following fall.
Evaluation Procedures & Schedules:	None