

| | |
|--------------------------|--|
| JOB TITLE: | STUDENT OFFICE AIDE |
| Department: | Academic Affairs |
| Location: | Severance Hall, First Floor |
| Supervisor Name: | Beth Parkin, Ann Kendell |
| Supervisor Phone Number: | 563.589.3205 or 563.589.3206 |
| Supervisor Email: | bparkin@dbq.edu or akendell@dbq.edu |
| Job Responsibilities: | <ul style="list-style-type: none">• Computer data entry• General office duties• Photocopying, filing, and shredding• Assist with mail and mailings• Errands on campus• Perform other job duties as assigned |