

JOB TITLE:	ADVANCEMENT/ALUMNI AMBASSADOR
Department:	Advancement/Alumni
Location:	Peter and Susan Smith Welcome Center
Supervisor Name:	Marisa Foster
Supervisor Phone Number:	(563) 589-3158
Supervisor Email:	mrfoster@dbq.edu
Duties and Responsibilities:	• Assist the Advancement Team with day-to-day office tasks and projects (filing, online research, information gathering, data updates, etc.) • Assist Alumni Office with day-to-day projects for special events • Assist with special events (Homecoming, Family Day, Commencement Celebrations)
Classification	None
Purpose or Role within the Organization	To support the Advancement and Alumni Team to show importance of Advancement Operations when future Alumni
Rate of Pay:	Minimum Wage
General Qualifications:	Must be enrolled at least half-time.
Length of Employment:	Beginning of the fall semester to the end of the spring semester.
Evaluation Procedures & Schedules:	None