

<b>JOB TITLE:</b>	<b>ADVANCEMENT/ALUMNI AMBASSADOR</b>
Department:	Advancement/Alumni
Location:	Peter and Susan Smith Welcome Center
Supervisor Name:	Mike Rohner
Supervisor Phone Number:	(563) 589-3116
Supervisor Email:	<a href="mailto:mrohner@dbq.edu">mrohner@dbq.edu</a>
Duties and Responsibilities:	<ul style="list-style-type: none"><li>• Assist the Advancement Team with day-to-day office tasks and projects (filing, online research, information gathering, data updates, etc.)</li><li>• Assist Alumni Office with day-to-day projects for special events</li><li>• Assist with special events (Homecoming, Family Day, Commencement Celebrations)</li></ul>
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
Application	For more information, please email your interest and availability to <a href="mailto:mrohner@dbq.edu">mrohner@dbq.edu</a>