

JOB TITLE:	MEN'S SOCCER OFFICE ASSISTANT
Department:	Athletics
Location:	Mercer Birmingham #218 and #219
Supervisor Name:	Brad Johnson
Supervisor Phone Number:	563.589.3692
Supervisor Email:	bjohnson@dbq.edu
Job Responsibilities:	<ul style="list-style-type: none">• Office duties include filing, data entry, sorting/delivering mail, preparing athletic paperwork along with other misc. office duties.