

JOB TITLE:	OFFICE ASSISTANT
Department:	Office of Vocation, Career Services and Community Engagement
Location:	Peters Commons, Lower Level
Supervisor Name:	Emily Rollins
Supervisor Phone Number:	563.589.3167
Supervisor Email:	erollins@dbq.edu
Duties and Responsibilities:	<ul style="list-style-type: none"> • Serve as a welcoming presence to the office for employers, students, alumni and parents. • Answer and direct phone calls and emails. • Engage as a full member of the team, offering support for events and programs and giving input on offerings for students. • Run errands as necessary across campus. • Maintain a clean and organized workspace. • Assist with special projects. • Other duties as assigned.
Classification	None
Purpose or Role within the Organization:	The Office Assistant plays an important role in creating a great first impression for our team. Additionally, the Office Assistant will have the opportunity to learn more about the resources we provide students, to grow both professionally and personally, and to gain valuable work and life skills for their future career.
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