

JOB TITLE:	OFFICE ASSISTANT – ACADEMIC ADVISING
Department:	Academic Affairs
Location:	Center for Advising and Vocation (Lower Level of Peters Commons)
Supervisor Name:	Keisha Schroeder, Director of Advising
Supervisor Phone Number:	563.589.3106
Supervisor Email:	kschroeder@dbq.edu
Qualifications:	<ul style="list-style-type: none"> • Undergraduate UD student • Maintain a 2.00 University cumulative GPA • Able to work 8-12 hours per week • Prefer a minimum of 12 credits earned at UD
Duties and Responsibilities:	<ul style="list-style-type: none"> • Welcome students and guests to the center • Assist students with basic questions about where to find their University information and how to schedule appointments, utilize Career Cruising, prepare schedules and register for classes • Alphabetize, sort and file documents • Assist staff with tasks and other duties as assigned
Classification	None
Purpose or Role within the Organization:	To welcome guests to the Center for Advising & Vocation and assist staff with day-to-day tasks.
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