

University of Dubuque  
Student Employment Opportunities

**Charles C Myers Library**

JOB TITLE:	ARCHIVES/SERIALS ASSISTANT
Department:	Library, Technical Services
Location:	Library room 103
Supervisor:	Meghann Toohey
Phone Number:	563-589-3778
Email:	mtoohey@dbq.edu
Job Responsibilities:	<ul style="list-style-type: none"><li>• Physical processing of periodicals and newspapers</li><li>• Check in periodicals in library system and shelve them</li><li>• Assist with periodicals and archives stacks management</li><li>• Assist with electronic journal link maintenance</li><li>• Assist with receiving and sorting material for the Archives</li><li>• Assist with incorporating material into the Archives</li><li>• Assist in responding to archives queries</li><li>• Assist with archival digitization projects</li><li>• Assist with digital and physical historical displays</li> <li>• Participate in cross-training and assist with other library duties as needed</li></ul>
# of Positions:	1