

University of Dubuque
Student Employment Opportunities

JOB TITLE:	CHARLES C. MYERS LIBRARY – TECHNICAL SERVICES ASSISTANT
Department:	Technical Service
Location:	Charles C. Myers Library
Supervisor:	Joseph Letriz
Supervisor Phone Number:	(563) 589-3596
Supervisor email:	jletriz@dbq.edu
Job Description:	<ul style="list-style-type: none">• Input of data into digital repository for cataloging• Creation of forms for archiving and input to digital repository• Processing book plates for special purchases (to include gift books and special orders)• Assistance with processing standing orders as needed• Indexing of video and audio files for archiving project• Involvement with other projects as needed