

University of Dubuque
Student Employment Opportunities

Charles C Myers Library

JOB TITLE:	ACQUISITION ASSISTANT
Department:	Library Technical Services
Location:	Library 103
Supervisor:	Meris Muminovic
Phone Number:	563-589-3596
Email:	mmuminov@dbq.edu
Job Responsibilities:	<ul style="list-style-type: none">• Pre-order, search books and other materials• Helping with gift books: pre-search, adding to horizon• Various clerical duties, such as filing paper work, sorting mail• Deliver materials to various people• Opening boxes when books arrive and making sure they aren't damaged• Helping with any project(s) within semester or school year as they come up
# of Positions:	1