

JOB TITLE:	ARCHIVIST ASSISTANT
Department:	Technical Services
Location:	Charles C. Myers Library
Supervisor Name:	Mallary Sturtz / Chris Doll
Supervisor Phone Number:	563.589.3778
Supervisor Email:	msturtz@dbq.edu
Job Responsibilities:	<ul style="list-style-type: none">• Sort unorganized documents in archives, on magazine & newspaper shelves• Incorporate material into the archives collection• Work on digital collections as needed• Assist in responding to queries related to archives & serials• Clerical duties such as retrieving and sorting mail, processing received items• Shift collection as needed• Assist with digitization projects• Assist with pulling material for displays• Box making for the VanVliet Collection