

JOB TITLE:	ARCHIVES/SERIALS ASSISTANT
Department:	Charles C. Meyers Library, Technical Services
Location:	Library 103
Supervisor Name:	Cristi Fitzgerald
Supervisor Phone Number:	563.589.3778
Supervisor Email:	archives@dbq.edu
Duties and Responsibilities:	<ul style="list-style-type: none"> • Physical processing of periodicals and newspapers • Check in periodicals in library system and shelve them • Assist with periodicals and archives stacks management • Assist with electronic journal link maintenance • Assist with receiving and sorting material for the Archives • Assist with incorporating material into the Archives • Assist in responding to archives queries • Assist with archival digitization projects • Assist with digital and physical historical displays • Participate in cross-training and assist with other library duties as needed
Classification	None
Purpose or Role within the Organization:	Supports library archives and serials processing
Rate of Pay:	\$8.00+
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