

JOB TITLE: CIRCULATION DESK ASSISTANT	
Department:	Charles C. Myers Library
Location:	Circulation Desk
Supervisor Name:	Danielle Phillips
Supervisor Phone Number:	563.589.3689
Supervisor Email:	dphillips@dbq.edu
Duties and Responsibilities:	• Perform activities relating to circulating materials and maintaining the collection • Assist patrons in using the library catalog and other databases • Maintain copiers and scanners in public areas • Answer phone and transfer calls throughout library and campus • Refer questions to Circulation Supervisor as needed • Maintain a friendly, welcoming and hospitable atmosphere
Classification	None
Purpose or Role within the Organization:	Circulation Desk Assistants provide support for library services and facilitate the library's operating hours.
Rate of Pay:	\$8.00+
General Qualifications:	Must be enrolled at least half-time. Must be available to work 7:00 am – 11:00 am Monday-Friday and available to work on weekends.
Length of Employment:	Beginning of the fall semester to the end of the spring semester.
Evaluation Procedures & Schedules:	None

Affirmative Action/Equal Employment Opportunity Employer. For more information regarding the Jeanne Clery Act, please go to <https://www.dbq.edu/SafetySecurity/JeanneCleryAct/>