

JOB TITLE:	CIRCULATION DESK ASSISTANT
Department:	Charles C. Meyers Library
Location:	Circulation Desk
Supervisor Name:	Jaimie Shaffer
Supervisor Phone Number:	563.589.3689
Supervisor Email:	jbshaffe@dbq.edu
Duties and Responsibilities:	<ul style="list-style-type: none"> • 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 the phone and transfer calls throughout the 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:	To provide support for library operations, and facilitate the hours that the library is open.
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