

University of Dubuque
Student Employment Opportunities

JOB TITLE:	OPERATIONS ASSISTANT
Department:	Technical Services
Location:	Charles C. Myers Library
Supervisor:	Chris Doll
Supv. Phone Number:	563-589-3216
Supv. Email:	cdoll@dbq.edu
Job Responsibilities:	<ul style="list-style-type: none">• Helping with the summer inventory project• Pull books from shelves, checkout, label and ship to borrowers• Pull periodicals from shelves and scan articles• Sort and process incoming books, articles, and returns• Physically process new books including applying spine labels, book plates, security strips, covering with Mylar book covers, etc.• Physical processing of periodicals and newspapers• Check in periodicals in library system and shelve them• Assist with weeding and scanning projects• Shift collection as needed
# of Positions:	2