

<b>JOB TITLE:</b>	<b>SERIALS ASSISTANT</b>
Department:	Library, Technical Services
Location:	Charles C. Myers Library, Room 103
Supervisor Name:	Mallary Sturtz
Supervisor Phone Number:	563.589.3778
Supervisor Email:	<a href="mailto:msturtz@dbq.edu">msturtz@dbq.edu</a>
Job Responsibilities:	<ul style="list-style-type: none"> <li>• Physical processing of periodicals and newspapers</li> <li>• Check in periodicals in library system and shelve them</li> <li>• Help collect magazines for bindery</li> <li>• Assist with weeding and scanning projects</li> <li>• Assist with electronic journal link maintenance</li> <li>• Shift collection as needed</li> <li>• Weed newspapers every month</li> <li>• Clerical duties such as retrieving and sorting mail, processing received items</li> </ul>