

University of Dubuque
Student Employment Opportunities

Charles C Myers Library

JOB TITLE:	CIRCULATION DESK ASSISTANT
Department:	Library
Location:	Library room 100
Supervisor:	Jaimie Shaffer
Phone Number:	563-589-3689
Email:	JbShaffe@dbq.edu
Job Responsibilities:	<ul style="list-style-type: none">• Check materials in and out, process WTS requests• Answer and refer phone calls• Process reserve materials, check reserves in and out• Maintain equipment-copiers, printers, etc.
# of Positions:	11