

JOB TITLE:	CAREER SERVICES CIRCULATION DESK ASSISTANT
Department:	Student Life Department, Career Services Area
Location:	Peters Commons, Lower Level
Supervisor Name:	Mary Kruser
Supervisor Phone Number:	563.589.3128
Supervisor Email:	MKruser@dbq.edu
Duties and Responsibilities:	<ul style="list-style-type: none"> • Provide professional telephone support at Circulation Desk in Advising & Vocation Center • Maintain quality customer service to internal and external customers • Assist to prepare research information, as well as update hard copy and online materials as requested • Share suggestions to improve the distribution, communication, and marketing of programs, services, and resources of the Center • Run errands as necessary across campus • Other duties as assigned • Due to the level of UD knowledge needed for this position, upper class students are considered for this position
Classification	None
Purpose or Role within the Organization:	Supports the Career Services Area by providing administrative tasks.
Rate of Pay:	Minimum Wage
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