

JOB TITLE:	TECHNICAL SERVICES ASSISTANT
Department:	Library, Technical Services
Location:	Library 103
Supervisor Name:	Joseph Letriz
Supervisor Phone Number:	563-589-3216
Supervisor Email:	jletriz@dbq.edu
Duties and Responsibilities:	<ul style="list-style-type: none"> • Input of data into digital repository for cataloging • Processing of documents in Word and Excel to proper format to upload to digital repository • Processing book plates for special purchases (to include gift books and special orders) • Assistance with processing standing orders as needed • Indexing of video and audio files for archiving project(s) • Collection of statistics from digital services • Upload documents created to server • Assist in projects related to displays, such as book recommendations, board games, and movies • Involvement with other projects as needed
Classification	None
Purpose or Role within the Organization:	Supports library digital and publishing processes
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