



DONNELLY COLLEGE

DONNELLY COLLEGE (Experiential Learning) – Job Description 2023-2024

Department: Student Services

Position Title: Library Assistant

Location: Library

Supervisor: Carol Doms

Job description:

Library assistants are responsible for sorting and shelving books according to their categorization, assisting customers with finding resources, internet access, including ensuring their technical needs are met (to include printer and copier). They will be responsible for checking in and out materials at the circulation desk. They will also manage inquiries over the counter or via telephone or email among other duties. Other projects may be assigned, good typing skill helpful. Candidate will need strong interpersonal skills and be highly organized.

Outcomes of Position: (check all that apply)

The student develops transferrable competencies and the ability to articulate them, to help them transition to professional life.

The student's experience has a real-world context or an applied setting. The experience includes potential for failure with manageable consequences.

The student completes assignments which are evaluated with feedback from the Supervisor.

The experience includes cycles of intention and reflection, as well as experimentation with what is learned.

The student seeks skill improvement through discipline or industry-specific application.

The student analyzes key features of their learning environment and evaluates their process as learners.