

DONN**EL**LY COLLEGE **(Experiential Learning) – Job Description 2022-2023**

Department: Student Services Position Title: Library Assistant

Location: Library Supervisor: Liz Strother

Job description:

Library assistants are responsible for sorting and shelving books according to their categorization, assisting customers with internet access, and 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 mange inquiries over the counter or via telephone, among other duties. Candidate will need strong interpersonal skills and be highly organized.

**Outcomes of Position:** (check all that apply)

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

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

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

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

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

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