



DRAGON RISES COLLEGE OF ORIENTAL MEDICINE

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www.dragonrises.edu

JOB TITLE: Librarian Intern/Volunteer

JOB LOCATION: On-site, Bradenton, FL

JOB TYPE: Part-time, 8 hours weekly

REPORTS TO: Chief Operations Officer/College Administration

Job Overview

Dragon Rises College is seeking a dependable and organized Volunteer Librarian to assist with cataloguing, maintaining, and supporting the college's library resources and learning environment. This position supports students, faculty, and staff by helping organize materials, maintain records, and promote access to educational resources related to East Asian medicine, acupuncture, herbal studies, wellness, and higher education.

Key Responsibilities:

Responsibilities may include, but are not limited to:

Leading online catalogue update project. Organizing, shelving, and cataloging library materials, assisting students and faculty in locating educational resources. Maintaining library records, inventories, and circulation logs. Assisting with digital and physical resource organization. Monitoring library cleanliness and study space organization. Supporting the acquisition and donation processing of books and materials. Assisting with library policies and check-in/check-out procedures. Helping develop resource guides and informational displays. Supporting special projects, accreditation preparation, or archival organization as assigned. Providing courteous and professional assistance to all library users

Qualifications:

Strong organizational and communication skills. Ability to work independently and maintain confidentiality. Basic computer and administrative skills. Attention to detail and the ability to maintain accurate records. Previous library, clerical, educational, or customer service experience preferred. Interest in higher education, holistic health, or East Asian medicine preferred.

Physical Requirements:

Ability to sit, stand, bend, and lift books or materials up to 25 pounds. Ability to perform filing, shelving, and light office duties.

Benefits of Interning/Volunteering:

Gain experience in academic library support and higher education operations. Opportunity to support student learning and academic success. Community service hours documentation available upon request. Exposure to East Asian medicine and wellness education resources. Professional networking opportunities within the college community.

Disclaimer:

This is a volunteer position and does not constitute employment. Volunteers are not entitled to wages, benefits, or compensation unless otherwise specified in writing by the college.

Equal Opportunity Statement

Dragon Rises College is committed to maintaining an inclusive and respectful educational environment for all students, staff, volunteers, and community members.

[Apply by submitting your resume to: djkrumer@dragonrises.edu](mailto:djkramer@dragonrises.edu)