DRAGON RISES COLLEGE OF ORIENTAL MEDICINE
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Job Description: Student Library Intern

Position Title: Student Library Intern
Department: Library / Academic Affairs
Reports To: Library Supervisor or Academic Dean
Schedule: One (1) day per week (approximately 6–8 hours)
Employment Type: Student Internship / Work-Study (if applicable)
Location: On-Campus, Bradenton, FL

Position Summary

Dragon Rises College is seeking a dependable and detail-oriented Student Library Intern to assist with the organization, maintenance, and growth of the college library. This position provides hands-on experience in library operations, catalog management, and academic support services while helping ensure students and faculty have access to an organized and current library collection.
The Student Library Intern will assist with updating the college's online library catalog, organizing library materials, maintaining accurate records, and supporting the day-to-day operation of the campus library.

Essential Duties and Responsibilities

- Catalog new library materials in the online library system.
- Update existing catalog records to reflect current library holdings.
- Verify book information, including ISBNs, authors, editions, and publication details.
- Organize books and materials on library shelves.
- Maintain orderly and attractive library spaces.
- Apply library labels and ownership stickers to new materials.
- Conduct periodic inventory of library holdings.
- Identify missing, damaged, or outdated materials.
- Assist students and faculty in locating library resources.
- Check library materials in and out using the college's library procedures.
- Prepare donated books for inclusion in the collection.
- Maintain confidentiality of student records and library circulation information.
- Perform other library and administrative duties as assigned.

Qualifications

- Currently enrolled student in good academic standing.
- Strong organizational and time management skills.
- Attention to detail and accuracy.
- Basic computer proficiency, including Microsoft Office and web-based applications.
- Ability to work independently with minimal supervision.
- Professional communication and customer service skills.
- Interest in libraries, education, research, or information management preferred.

Preferred Qualifications

- Experience using online databases or cataloging systems.
- Familiarity with LibraryThing, TinyCat, or similar library software is a plus but not required.
- Experience with data entry or inventory management.

Physical Requirements

- Ability to lift and carry books weighing up to 25 pounds.
- Ability to bend, reach, and stand for extended periods while shelving materials.
- Ability to work at a computer for extended periods.

Learning Outcomes

Upon completion of the internship, the student will gain experience in:

- Library organization and collection management.
- Online catalog maintenance.
- Inventory control and recordkeeping.
- Customer service in an academic setting.
- Information literacy and academic resource management.
- Professional workplace communication and administrative skills.

Compensation

This position may be unpaid for academic credit, compensated as a student employee, depending on institutional policies.

Dragon Rises College is committed to providing an inclusive learning and working environment and encourages qualified students from all backgrounds to apply.