Other Duties As Assigned

Meghan Kowalski
Outreach and Reference Librarian
University of the District of Columbia
The Job Description

Assigned Duties
Unassigned Duties
“Other Duties as Assigned”

The 12% of librarians who will wear a Santa suit this week finally understand the jokes about "other duties as assigned"
Why?

Professional Development Benefit Your Organization
Meaning & Purpose Skill Growth

*It is your job.*
Ok. But How?

Review Your Tasks
Review Your Time
Prioritize
Get Started

Cross-Training
Mentoring
Career Coaching
Informational Interviews
Project Work

Listen and ASK!
How to Benefit Your Organization

Questions to Ask:

- What needs to be done?
- What would the organization like to be doing?
- What things does the organization want to try out?
- What are your organizations priorities?
- Where could your unused strengths be put to use?

Activities:

- Talk to Management / Administration
- Show the Value Added
- Network Internally
- Solve a Problem
- Discuss Benefits
- Just Try It (And Beg Forgiveness Later)
How to Benefit Your Professional Development

Questions to Ask:
- What do I like doing?
- What do I not like doing?
- In an ideal world, what would I be doing?
- Where do I see myself in 1, 3, 5, 10 years?
- What are your strengths?
- What skills would you like to grow?

Activities:
- Career Plan
- Identify Skills Gaps
- Talk to Management
- Classes, Webinars, Conferences
- Professional Reading
- Passion Projects
- Hobbies & Side Hustles
Keep It Up!

Feedback & Data
Teamwork
Schedule Considerations
Speak Up

Create constant momentum.
Set Expectations

Start Small
Be Incremental
Set Boundaries
Seek Balance

Learn to say, “No.”
Tips for Management

Allow for Exploration
Provide Time
Encourage
Say “Yes”

Trust.
Recommended Resources

Professional Reading:
● Library Work Life
● Library Leadership and Management
● Library Journals / Newsletters
● Other Trade Journals / Newsletters

General Career
● Career Contessa
● LinkedIn Learning / Lynda
● Harvard Business Review
● Fast Company
● The Daily Muse
● Personal Branding Blog
Contact Me

MeghanKowalski.com

meghan.kowalski@outlook.com

@meghan1943

@meghan1943
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