Date Revised: February 2022

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| Job Title**:** Health Sciences Librarian | **Classification Level: 7** |
| **Department:** Library |
| **Reports to:** Director of library services |
| **Directly Supervises:** None | **FLSA Status:** Exempt, Full time, 12-months |

**PRIMARY PURPOSE OF THIS JOB:**

The Health Sciences Librarian will serve as a liaison to the Occupational Therapy, Physical Therapy, Speech Language Pathology, Medical Imaging, Diagnostic Sonography, and Physician Assistant departments for collection development, library instruction and embedded librarianship; review, design, coordinate, and evaluate a campus-wide information literacy program; and develop and administer program assessments.

**ESSENTIAL FUNCTIONS: (other duties may be assigned)**

1. Act as a liaison to Occupational Therapy, Physical Therapy, Speech Language Pathology, Medical Imaging, Diagnostic Sonography, and Physician Assistant departments for collection development and information literacy.
2. Review, design and coordinate the information literacy program for the campus. Collaborate with faculty and library staff to identify, review, and evaluate information literacy goals and objectives. Work with faculty to develop effective assignments that incorporate information literacy competencies and develop instructional material for faculty. Communicate and promote to students, faculty, and staff the types of support offered by the library in teaching information literacy skills.
3. Provide library instruction. Prepare and deliver research lectures to assist with class instruction that is aligned the ACRL Framework for Information Literacy for Higher Education.
4. Develop and implement policies, procedures, and tools for evaluation, maintenance, and improvement of information literacy guidelines and competencies, as well as the efficacy of library services.
5. Prepare, develop, and maintain statistical and assessment reports for library instruction, information literacy tools and library services satisfaction. Compile internal and external user feedback for information literacy and instruction, surveys, and reports.
6. Assess student learning outcomes directed toward information literacy improvement. Evaluate and analyze tools providing information literacy skills and competencies to students and faculty. Develop measurable learning objectives and goals for learning activities.
7. Conduct one-on-one research assistance in-person, via email, telephone, chat and virtual consultation via Zoom.

**RELATED DUTIES:**

* Maintain a current awareness of professional library trends in research services in the field of library science and information science.
* Participate professionally in local, state, and national consortia in matters relating to research services currently offered or proposed in the field.
* Rotating night and weekend hours will be required.
* Upholds and promotes the Mission and Philosophy of the University and the Sisters of Mercy.
* Preserves honesty and integrity in the professional affairs of the University; adheres to high standards of ethical practices and conduct.

**REQUIREMENTS:***(Equivalent combinations of education, licenses, certifications and/or experience may be considered)*

**Education**

* Master of Library Science from an ALA accredited school.

**Experience**

* 2 or more years of professional librarian experience.
* Experience in an academic or health sciences library setting.
* Experience developing and delivering information literacy instruction in the health sciences.
* Experience in using technology in an educational or library setting is strongly preferred.

**Licenses/Certifications**

* N/A

**Work-Related Knowledge**

* Knowledge with accepted research practices such as conducting a research interview and familiarity with general print and online resources.
* Excellent organization and project management skills.
* Attention to detail and accuracy.
* Experience and familiarity with searching library databases.
* Demonstrates ability to use web-based instructional tools and other Web 2.0 resources.
* Ability to create library instruction materials that assist in teaching information literacy principles to students with such programs as Camtasia, LibGuides and Blackboard.
* Ability to use various formats of social media.
* Ability to use online instruction and web-based tutorials.
* Familiar with accepted methods of assessment testing for information literacy in all formats.
* Knowledge of and the ability to interpret the ACRL Framework for Information Literacy for Higher Education to develop a viable program.
* Knowledge of library systems is required.

**KNOWLEDGE, SKILLS, AND ABILITIES** typically required to perform the essential functions of this position.

**Problem-Solving/Decision-Making Skills**

* Identify problems, investigate the root-cause, and make recommendations for solutions.

**Verbal Communication Skills**

* Use verbal skills to communicate with co-workers or customers.
* Use verbal skills to transfer information to groups.
* Manage interpersonal relationships and interact with clarity, tact, and courtesy with patrons, staff, faculty, students, and others.
* Remain calm in difficult situations, and handle with diplomacy, patience, respect, and discretion.

**Written Communication Skills**

* Complete and maintain documentation/records to effectively convey ideas and information both in written and oral form.

**Math Skills**

* Addition, subtraction, multiplication, division, percentages, ratios.

**Computer Skills:** Required to successfully complete essential functions of the job.

* Internet and email
* Database software
* Spreadsheet Software
* Word processing Software
* Knowledge of integrated library systems
* Presentation Software
* Online instruction and web-based tutorial program such as Camtasia, LibGuides, Blackboard, and Zoom.
* HTML/web authoring and editing programs preferred.
* On-line course management systems (such as Blackboard) is desired.

**Tools & Equipment (Other than general office equipment):**

* General Office Equipment

**CONTACTS** typically incurred while performing the essential functions of this position.

* Coworkers within the same department
* Coworkers in other departments
* Mid-management level employees
* Executive management level employees
* Customers of the organization
* Members of the general public
* Employees of peer organizations

**MENTAL DEMANDS** typically required to perform the essential functions of this position.

* High Level of Record Keeping – Enter, transcribe, record, store or maintain information in written or electronic/magnetic form.
* High Pressure for Results – Complete job duties in a timely and efficient manner under demanding working conditions. Appropriate use of emotions; level-headed under pressure.
* Independent Judgment and Discretion - Accountable for comparing and evaluating possible course of conduct and acting/making a decision (without immediate director or supervision) after various solutions have been considered. More than use of skill in applying well-established techniques, procedures or specific standards described in manuals or other sources.
* Organize and Prioritize – Organize information, processes and/or prioritize work to meet demands/deadlines.
* Manage Multiple Projects/Tasks – Work on multiple projects/tasks concurrently, in order to meet varied deadlines. May work for multiple bosses.
* Respond to Angry/Upset Individuals – Appropriate respond to unpleasant, angry or anxious individuals as part of the job requirements.
* Read, Comprehend and Follow Instructions/Work Orders – Listen to and understand information and ideas presented through spoken or written form.
* Relate to Others – Regular day-to-day contact with internal/external customers.

**PHYSICAL DEMANDS** typically required to perform the essential functions of this position.

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| **CONSTANTLY**(more than 75% time on job) | **FREQUENTLY**(25 – 75% time on job) | **OCCASIONALLY**(up to 25% time on job) |
| * Ability to sit
* Ability to communicate orally
* Ability to hear conversation
 |  | * Ability to stand
* Ability to walk
* Ability to use both hands
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**WORKING CONDITIONS** under which the essential functions of this position are typically performed.

* This position typically requires work in a normal office environment.

**PERSONAL PROTECTIVE EQUIPMENT** typically required to perform the essential functions of this position.

* This position typically does not require the use of Personal Protective Equipment.

To perform this job successfully, an individual must be able to perform each essential function satisfactorily, with or without reasonable accommodation. The list of requirements, duties, and responsibilities is not exhaustive but is representative of the current job. The knowledge, skills and/or abilities listed are typically required to perform this job successfully. Reasonable accommodations may be made to enable otherwise qualified individuals with disabilities to satisfactorily perform the essential functions. Management reserves the right to revise the job description and to require that other tasks be performed when the circumstances of the job change (for example: emergencies, changes in personnel, workload, or technical development).

***I have read the above position description and understand the requirements set forth therein. I acknowledge that I can perform the essential functions of this position with or without reasonable accommodation.***

Employee’s Signature: Date:

Supervisor’s Signature: Date:

**Human Resources Review**

Signature: Date: