Assistant Medical Librarian
New York College of Podiatric Medicine
New York, NY

Qualifications

1. MLIS/MLS from an ALA accredited institution
2. Experience with traditional and online searching, PubMed & Biomedical resources preferred
3. Strong reference and research skills
4. Candidate should have excellent communication and presentation skills

Preferences

1. Experience in an academic setting and/or a biomedical library and/or a clinical research facility
2. Familiarity with Inter-Library Loans (Docline preferred)
3. Experience working with Springshare’s LibGuides

Responsibilities

1. Assisting patrons in basic reference duties (online and traditional searches)
2. Providing library instruction on topics such as research methods, EBM, and intellectual property
3. Maintaining and updating Library website and research guides using LibGuides
4. Performing and managing Inter-Library Loans services
5. Assisting in managing Work Study students (hourly rate students), including scheduling and submission of timesheets
6. Staffing the library front desk (Circulation Desk) as needed
7. Performing circulation functions (checking in and checking out, reserve of material)
8. Preparation of materials to be catalogued (monographs and periodicals)
9. Compilation of statistics to be used on monthly reports
10. Shelving of materials and shelf-reading
11. Other duties as requested

Salary- $45,000.00- $50,000.00 - Excellent benefits

Please email a cover letter and a résumé to

Paul Tremblay, Chief Medical Librarian

ptremblay@nycpm.edu