

Title: Librarian II – Public Services and Research Support Librarian
Department: RowanSOM Health Sciences Library
Facility: Academic Center - Stratford Campus
Reports to: Campus Library Director

SUMMARY

This position involves development and management of new services (research support, an editing service, participation in admission activities for RowanSOM) as well as managing duties of reference service, the Library's computer lab, and participating in outreach activities.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

Provides editing services to students, faculty and staff of RowanSOM. Primary users of this service are 4th-year medical students writing personal statements for residency applications. Other documents have included statements for fellowships, scholarships and medical school applications. Staff and students have also used the service for papers being prepared for submission for possible publication, CVs, resumes, and student papers. This service is provided in collaboration with the Center for Teaching and Learning (CTL).

Supports faculty, staff and student research. Apply specialized training in using resources from the National Center for Biotechnology Information (NCBI) to help researchers select the most appropriate resource for obtaining required data, construct effective in-depth search strategies, locate existing literature for genetic sequences of interest and use NCBI's specialized tools. Aid with preparation of data and manuscripts for submission to NCBI and other professional publications (e.g., conferences, professional journals).

Works with the RowanSOM Admissions Committee. Responsibilities include conducting applicant interviews and providing information to the Committee, as well as reviewing application materials submitted by applicants interviewed by other Committee members.

Provides a high level of reference services, including searching relevant databases to locate materials to satisfy clinical, research and scholarly needs. This aspect of the job may also incorporate teaching end users how to select and use appropriate databases and other resources.

Provides hardware and software support for Computer Lab computers and laptops, including routine maintenance and software updates. Also provides hardware and software support for Library public area and staff computers when Systems Librarian is

unavailable. Assist users in using scanners, printers and other equipment as needed. This may include formal and/or informal instruction, creating instructions and writing other documentation.

Manages content for the Faculty Bibliography which the library maintains on its website. This involves identifying publications by faculty, staff, students and house staff. Citations must be collected, formatted, organized and submitted for upload by library staff, as well as to the Marketing department. An annual compilation is submitted in late August for the Fall faculty meeting. The online version requires periodic review for accuracy and/or need for revision. May involve oversight of staff responsible for online updating.

Serves on University Libraries committees, according to need and relevance. Current committees include Collection Development, and Institutional Repository.

Participates in development and implementation of library instruction and outreach programs. Examples of such activities may include using desktop publishing software to create library materials, providing library orientation, preparing online materials (e.g., LibGuides), schedules and teaches instructional sessions and formal classes to groups and individuals from all units of SOM and GSBS, as well as affiliated groups in the use of scholarly databases, electronic indexes and full text resources.

Effectively uses current technologies to deliver content and to promote library resources and services. Investigates new technologies and social media formats in support of education, research and clinical care at RowanSOM and GSBS. Manage the library's social media presence (e.g., Facebook). Post library news and other items of relevance and interest to our users.

Monitors electronic reference services (e.g., chat, Ask-a-Librarian). Performs higher-level health sciences reference tasks.

Participates in the implementation of enhanced education and outreach activities such as virtual reference services, web page development, and online course development for faculty, staff and students at SOM and GSBS.

Participates in the development of Library policies, practices and procedures in the areas of information retrieval, computer support and support for selected areas in research support.

Serves on University Libraries committees, task forces, and teams, as well as those relevant committees and task forces at RowanSOM and GSBS where expertise in the areas of responsibilities would be of benefit.

Engages in scholarly activities such as publication in peer reviewed journals, presentations at professional meetings, and graduate level teaching in an appropriate level program.

Eligible for a faculty appointment in a department at SOM or GSBS coterminous with the librarian appointment at a rank appropriate for scholarly collaboration with other faculty.

Understands and adheres to Rowan University's compliance standards as they appear in the Corporate Compliance Policy, Code of Conduct and Conflict of Interest Policy.

Keeps abreast of all pertinent federal, state and Rowan University regulations, laws and policies as they presently exist and as they change or are modified.

Performs other related duties as required.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

EDUCATION AND EXPERIENCE REQUIREMENTS

Master's degree in Library Sciences or Information Technology from an ALA accredited program, plus at least five years of experience in a professional capacity is required. Educational and scholarly credentials to warrant faculty appointment at one or more departments at SOM or GSBS are required. Must be proficient in the use of technology-based library systems, Web-based education support and development, basic management of computer hardware and software, document imaging for scholarly information transfer, and scholarly information resources and databases.