



Health Sciences and Technology Librarian

JOB SUMMARY

The Health Sciences and Technology Librarian is responsible for developing instruction for the University community in information resources, databases, and bibliographic software. The Librarian is responsible for maintaining access to electronic resources, including the website, EBSCO Discovery Service (EDS), and the Integrated Library System. The Librarian reports directly to the Library Director.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Manages the library in the absence of the Director.
- Has knowledge of optometry, physician assistant, pharmacy, and health sciences literature and resources.
- Develops and instructs Optometry and Physician Assistant classes in information literacy, the use of new technologies, EndNote and other school approved software. Creates lesson plans, handouts and presentations for in-class instruction.
- Provides one-on-one teaching sessions, specialized search assistance, and builds relationships with Optometry and Physician Assistant faculty, staff, and students in order to support all research endeavors.
- Provides reference updates and evidence-based literature to university faculty to support the development and delivery of primarily Optometry and Physician Assistant professional standards, protocols, and information.
- Assists Director with Optometry and Physician Assistant collection development - research, documentation and processing titles in new areas as needed to expand Library holdings. Research and maintain new and evolving Pharmacy resources. Make recommendations to Director for purchase.
- Creates and develops subject guides, instructional materials, and web tutorials for the library website. Records and edits tutorials on screencast software.
- Maintains and troubleshoots technical issues related to the library website. Analyzes website analytics.
- Updates and maintains electronic resources on the library's website.
- Implements and maintains new and current library technologies and resources.
- Acts as the library liaison with the IT department for IT issues.
- Updates and manages library's Integrated Library System (ILS). Coordinates ILS updates with the software provider, library and IT department. Acts as the liaison between the IT Department, software provider and library for any technical support related questions and/or problems.
- Organizes, updates, and maintains the EBSCO Discovery Service platform (EDS), including exporting and uploading MARC records from the ILS on a weekly and monthly basis. Updates holdings information and monitors access ensuring custom links, catalog, and Full-Text Finder are functioning properly. Troubleshoots issues with EDS as they arise and acts as first point-of-contact with EDS Support and IT staff.

- Responsible for the operation of interlibrary loans including: searching, requesting, tracking; processing all orders; returning all loaned items and communicating with borrowers. Also responsible in monitoring the Electronic Fund Transfer Service (EFTS) account is reconciled and audited.
- Develop outreach activities and communication to promote library programming, resources, and services.
- Attends professional library conferences, seminars, and network committees; reads professional literature; attends and participates in staff meeting discussions. Completes special projects and tasks.

QUALIFICATION REQUIREMENTS

The incumbent must have proficient knowledge in the following areas:

- Research and information gathering systems and methods.
- Basic knowledge of HTML and CSS, as well as experience using content management software.
- Keeps current of all new technological processes, trends, equipment and Information resources of the Internet and other electronic databases.

EDUCATION AND/OR EXPERIENCE

The minimum amount of education that an individual needs in order to successfully perform the essential duties of the position is:

- Master's degree in Library Science (M.L.I.S) or equivalent from an ALA accredited library school.
- Three to Five years of relevant experience and/or training; or equivalent combination of education and experience.

ABOUT THE ORGANIZATION

Located in Fullerton, CA, Marshall B. Ketchum University is an independent, private, non-profit, accredited educational institution. MBKU is home to the Southern California College of Optometry, the School of Physician Assistant Studies and College of Pharmacy. Named after the founder of the optometric institution in 1904, the change to the University structure addresses the growing demand for highly skilled health care professionals.

The University's Southern California College of Optometry confers a Doctor of Optometry (OD) and a Master of Science in Vision Science (MS) degree. MBKU's School of Physician Assistant Studies under the College of Health Sciences awards a Master of Medical Sciences (MMS) degree. MBKU's College of Pharmacy welcomed its first class in the fall of 2016 and will award a Doctor of Pharmacy (PharmD) degree. MBKU owns and operates two premier eye and vision care centers: the University Eye Center at Ketchum Health and the University Eye Center at Los Angeles.

BENEFITS

MBKU provides an excellent benefits package including medical, dental, and life insurance, free vision exams, short and long term disability, generous paid time off plans, a university-sponsored retirement plan with a 9% contribution and an on-site fitness center located on the Fullerton campus. See our website under *Employment* for more details regarding benefits of working for MBKU (www.ketchum.edu).

HOW TO APPLY

Interested candidates, please resume to scottjohnson@ketchum.edu . Position is open until filled. MBKU is an equal opportunity employer; requirements are subject to possible modification to reasonably accommodate individuals with disabilities.