



## **Marshall B. KETCHUM UNIVERSITY**

### **Health Sciences and Technology Librarian**

#### **JOB SUMMARY**

Are you a team player that likes to discover innovative ways to engage using new technology? Marshall B. Ketchum University is looking for a librarian who will build a great library experience for our students.

The Health Sciences and Technology works as the liaison to the Southern California College of Optometry and the School of Physician Assistant Studies and provides research, curriculum and clinical support to faculty, researchers, and students. This individual will provide assistance with bibliographic instruction, reference, collection development, and other professional librarian duties. The Librarian is responsible for maintaining access to electronic resources, including the website, EBSCO Discovery Service, and the Integrated Library System.

#### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

- 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.
- Develops and instructs classes in information literacy, bibliographic instruction, and EndNote.
- Creates and develops subject guides, instructional materials, and web tutorials for the library website. Records and edits tutorials on screencast software.
- Updates, maintains, and troubleshoots the library's website.
- Updates and manages library's Integrated Library System (ILS).
- Organizes, updates, and maintains the EBSCO Discovery Service platform (EDS).
- Maintains EZProxy access to databases, manages login interfaces, and provides login access accounts to SPAS, COP, SCCO outreach, residents, and preceptors.
- Supervise library student worker personnel. Schedule work shifts each quarter, instruct and train new hires, supervise and oversee quality of daily work. Process payroll of all student workers.
- In collaboration with other librarians, develop outreach activities and communication to promote library programming, resources, and services.
- Acts as the library liaison with the IT department for IT issues.
- Works on University and Professional committees as assigned.

## **QUALIFICATION REQUIREMENTS**

To perform this job successfully, an individual must be able to perform each 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 the essential functions.

**Required:** The incumbent must have proficient knowledge in the following areas:

- Library ethics and professional standards.
- Ability to work well in a team environment.

**Preferred:**

- Proficiency with search techniques across a variety of health sciences and biomedical resources; in-depth experience with PubMed.
- Experience teaching library instruction sessions.
- Has knowledge of HTML and CSS, as well as experience using content management software such as LibGuides.
- 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 and experience that an individual needs in order to successfully perform the essential duties of the position is:

- Masters degree in Library Science (M.L.I.S.) or equivalent from an ALA accredited library school.
- One to three 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 awarded the first Doctor of Pharmacy (PharmD) degree in Spring of 2020. 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](http://www.ketchum.edu)).

**HOW TO APPLY**

Interested candidates, please send a cover letter along with your resume and salary requirements to [humanresources@ketchum.edu](mailto:humanresources@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.

All MBKU employees must be fully vaccinated against COVID-19. New employees must show proof of vaccination by the first day of work. Requests for reasonable accommodation due to medical or religious reasons will be considered on a case-by-case basis.