



## **Marshall B. KETCHUM UNIVERSITY**

### **Librarian for Health Sciences (Pharmacy)**

#### **SUMMARY**

Are you an innovative and team-oriented individual who enjoys communicating and teaching others? Are you looking to join an institution that has been growing and supports work-life balance? Our Health Science Librarian works as the liaison to the College of Pharmacy and provides research, curriculum and clinical support to faculty, researchers, and incoming students.

This individual will provide assistance with bibliographic instruction, reference, collection development, and other professional librarian duties. Preferred candidates will have experience working in an academic health sciences library and/or have familiarity with health sciences resources.

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

- Provide liaison librarian services to the students, faculty, and staff in the College of Pharmacy. Liaison services include instruction programs using traditional classroom and active learning methods, consultation, and literature searching, among other activities.
- Provide one-on-one teaching sessions and specialized search assistance; build relationships with Pharmacy faculty, staff, and students in order to support all research endeavors.
- Create and develop LibGuides, instructional materials, and web tutorials for the library website. Record and edit tutorials on screencast software.
- Assess relevance and potential application/utility of new and updated pharmacy and medical databases.
- Manage the process of acquiring new print books for the collection.
- Assist library patrons with reference and informational needs.
- Collect usage statistics and conduct assessment regarding current and future library needs.
- Supervise library work-study personnel. Interview and select final candidates. Schedule work shifts each quarter, instruct and train new hires, supervise and oversee quality of daily work. Organize and instruct students for long-term library projects. Process payroll of all student workers.
- Monitor expenditures, ensure the ordering and receipt of library materials in all formats and media, review and implement collection management policies.
- Attend professional library conferences, seminars, and network committees; read professional literature; attend and participate in staff meeting discussions. Complete special projects and tasks.

- Serve on library, university, and professional committees, including the College of Pharmacy library committee.
- Manage the library in the absence of the Director.
- Assist Director with Pharmacy collection development; evaluate, document, and process new resources.

## **QUALIFICATION REQUIREMENTS**

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

- Library ethics and professional standards.
- Experience teaching library instruction sessions.
- 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.
- Has basic 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.

**The incumbent must demonstrate the following skills:**

- Effective verbal, presentation and listening communications skills.
- Effective written communications skills.
- Highly proficient computer software skills.
- Ability to provide quality customer service and a welcoming environment in the library.

## **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 as follows:**

- Master's degree in Library and Information Science (M.L.I.S.) or equivalent from an ALA accredited library school.
- Minimum of three years of relevant experience and/or training.

## **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 its first Doctor of Pharmacy (PharmD) degree in the 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)).

Please send a cover letter including salary requirements, along with your resume.

MBKU is an equal opportunity employer; requirements are subject to possible modification to reasonably accommodate individuals with disabilities.