Weill Cornell Medical College in Qatar Position Description

Position: Information Services Librarian
Department: Distributed eLibrary
Division: WCMC-Qatar
FLSA Status: Exempt
Reports to: Manager, Info Servs
Scheduled weekly hours: 35

I. Position Summary

Under the direction of the Manager, incumbents provide the WCMC-Q community and affiliated medical personnel with Information Services including: assisting users to discover, access, and use the full range of information resources effectively; providing expert reference and research assistance; presenting lectures and workshops as part of the library’s information literacy program; recommending additions to the library’s collections; engaging in outreach to academic departments of the College as well as external communities; and contributing to the design and content of the library’s website. In the team approach to service delivery, each librarian takes on one or more coordinating roles and may participate in special projects in any of these service areas.

II. Major Responsibilities

1. REFERENCE SERVICE: Provides “distributed” reference service from various locations throughout the College, both in-person and online. Continuously updates knowledge of appropriate information resources in the health and life sciences. Updates tools that assist patrons in library use, including subject guides and FAQs.

2. INSTRUCTION: Contributes to the development and delivery of a program of customized instruction in support of courses and research by: conducting classes about information skills and tools; participating in general orientation; collaborating with faculty to identify opportunities and determine content, as well as best delivery methods, for library instruction.

3. COLLECTION DEVELOPMENT: Selects print and electronic resources for inclusion in, and weeding from, library collections in line with the library collection development policy and faculty advice. Provides feedback on resource trials and consults with colleagues and faculty on journal and multimedia selections. Maintains awareness of new reference resources.

4. OUTREACH: Organizes and develops an array of outreach efforts to academic departments and programs. Contributes to the outreach program by developing and updating subject guides and outreach web sites. Fosters and participates in cooperative programs with other libraries in Education City.
5. WEB ACTIVITIES: Contributes content to the library’s website. Participates in web usability studies to ensure ease of access. Collaborates with Information Services and Library Systems staff to improve quality and variety of access points.

6. PROFESSIONAL DEVELOPMENT: Team leadership in one or more areas is a core component of each Information Services Librarian’s assigned duties. In addition, provides mentoring for new staff. Participates in and contributes to the profession at a local, regional or international level. Pursues knowledge of professional trends and developments and applies them to evolving and innovative reference and information services.

Position Requirements

Education: Candidates must have an ALA-accredited or equivalent Masters degree in Library and/or Information Science. Background in life sciences strongly preferred.

Experience: Applicants should have a minimum of 3-5 years professional experience, preferably in an academic library. Preference will be given to candidates whose experience includes work in an academic health sciences library or hospital setting. Experience with change management, the virtual delivery of information and outreach services, and innovation and promotion of new technologies is required.

Competencies: One challenge of this position is working and living in a rapidly evolving environment; flexibility and international experience are definite assets. Excellent communication and presentation skills are required. The ability to coordinate and complete projects with a minimum of supervision in a team environment is essential. Staff members work closely with international students and faculty.

Direct Reports

The position reports to the Manager of Information Services.

Physical Requirements

Information Services librarians regularly work evening and weekend shifts. Service provision requires crossing distances within the building.

Benefits Package

WCMMC-Q offers a generous benefits package. This position offers a minimum base salary of $49,383 plus a 25% foreign service bonus, bringing the minimum
starting salary to $61,729. It could be higher, depending on experience and qualifications. Also offered: housing provided, automobile allowance, home leave allowance for employee, spouse, and dependent children (business class tickets if over 6 hours.), first $82,500 of salary/benefits tax free for U.S. citizens, tuition for school-age children, relocation/repatriation expenses, and more.

Please send your c.v., cover letter, and the names of at least 4 references in electronic format only to:

Thomas L. Williams, M.S.,A.H.I.P. Director, Distributed eLibrary Weill Cornell Medical College Qatar Education City P.O. 24144 Doha, Qatar +974-492-8109 tlw2002@qatar-med.cornell.edu