I. **Job Summary:**
The Assistant Medical Librarian has the opportunity to engage in the full range of library processes and services to include knowledge of print and electronic subscriptions and databases, cataloging, acquisitions, processing and evaluation of use data, customer service, library instruction and outreach and library programming.

II. **Job Duties:**
1. Provide resources and services to meet the research and study needs of faculty, staff and students to include general reference, biomedical literature searching, cataloging of new materials and interlibrary loan.
2. Add to and keep up to date the OSTMED.DR database.
3. Provide Library overview instruction sessions and presentations.
4. Assist with evaluation of existing collections for currency, comprehensiveness and usefulness.
5. Assist with special projects to include library exhibits and programming.
6. Perform other duties as assigned.

III. **Required Qualifications:**
Education: Bachelor’s degree minimum.
Licensure or certification: N/A
Experience: Two years in an educational setting and knowledge or experience with NLM databases (MEDLINE) and teaching information literacy skills.

Other skills important to this position
Research skills
Excellent interpersonal and communications skills
Strong team player
Commitment to company values
Basic computer proficiency

Preferences may be given to candidates who possess instructional design skills.

The successful candidate will be subject to a criminal history background check.

IV. **Working Conditions and Efforts:** The physical demands and work environment characteristics described here are representative of those that must be met by an
employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical demands: While performing the duties of this job, the employee is occasionally required to sit; use hands and vision for office equipment such as computers; talk or hear; moderate telephone usage. The employee must occasionally lift and/or move up to 50 pounds.

Work environment: Office environment. Outside travel required 5% of the time to attend professional meetings or conferences. The noise level in the work environment is usually minimal.

**This position is classified as a non-exempt position because it does not require that the candidate/employee exercise independent judgment and discretion regarding matters of significance.**

V. **VCOM core values:** The employee is expected to adhere to all VCOM polices. As the environment is a professional college, the VCOM faculty/staff are expected to dress and behave in a professional manner at work. The VCOM faculty/staff are also expected, as a VCOM employee, to be a person who follows all laws and professional expectations of an upstanding citizen of the community. VCOM expects all employees to maintain a positive attitude in all working relationships with all VCOM departments, employees, medical students, prospective medical students, interns and residents and to treat all others engaged in the duties of the employment, with mutual respect.

I have read and understand this explanation and job description. I also understand that the Job duties and description or the existence of the need for the position may be changed at any time as required by the College where growth of the institution or change in direction of the institution may change the duties of my department or the need for the position.

I am notified that the College is an equal opportunity employer and does not discriminate on the basis of age, sex, sexual orientation, ethnicity, religion, or disability.

I have been made aware of the College’s most recent campus safety report, the location of the college policies and procedures document, and the appropriate handbook for my position. I recognize my responsibility to be aware of the policies and procedures and I am in agreement to follow the policies and procedures as written.

Employee Signature: _____________________________   Date: _______________
Approvals:

Division Officer: _______________________________  Date: _______________

Immediate Supervisor: ___________________________ Date: _______________

Dean: ________________________________________ Date: _______________

President/Provost: _______________________________ Date: _______________