



Professional Position Posting

Public Health Informationist

Department:	Woodruff Health Science Center Library
Salary:	Commensurate with qualifications and experience
Position Availability:	Immediately

Interested candidates should review the applications requirements and apply online at <http://apply.interfolio.com/111946>.

Position Summary

Reporting to the Head of Information Services, the Public Health Informationist builds partnerships with individual faculty, departments, and the School of Public Health in order to optimize the use of information for research, education, and learning processes. The informationist identifies information needs of students, faculty, and staff in the School of Public Health. In response to these needs, the informationist 1) delivers reference, research and consultation services, 2) delivers instruction, 3) collaborates to create information products, digital tools, and services to enable users to locate, organize, and use information, and 4) identifies and recommends information resources for the library collection. In support of the greater user community of the library, the Public Health Informationist participates in the reference service by responding to requests from the Information Desk, the online reference service and direct inquiries. This position will also work closely with other informationists, librarians, and units to understand and integrate research and curricular needs with the Libraries' collections and services.

Emory Libraries requires that our employees recognize diversity, equity, and inclusion as essential core values to achieving our mission to enrich the quality of life in an inclusive work environment through competency training, reassurance of personal growth, restorative communication practices, and embrace our diverse identities of patrons within the Emory community.

Essential Responsibilities & Duties

- A. Reference and Research Assistance
1. Responds to reference requests using a variety of biomedical and social science databases and other specialized resources; delivers results in format appropriate for the user (Collection, descriptive report, EndNote library, etc.).
 2. Participates in providing reference service by responding to requests from the Information Desk and the online reference service (Ask-A-Librarian).
 3. Serves as a backup to Information Desk staff when they receive reference inquiries or as needed.
 4. Provides research consultation services to graduate students, academic staff, and faculty on best practices for searching literature and information management.

5. Collaborates with other informationists to develop information products, digital tools, and services to facilitate on-demand use of information.
6. Assists with assessment of library services.

B. Instruction and Outreach

1. Serves as a liaison to and actively develops professional relationships with faculty, students and staff in Public Health.
2. Partners with other informationists to deliver instruction to build information processing competencies both within the School of Public Health and within the curriculum and to enable students, faculty, and staff to be self-sufficient in their information seeking. May include delivering services to other schools including Nursing and Medicine as needed.
3. Collaborates with faculty to promote information literacy and proficiency in research techniques promoting student success.
4. Communicates regularly with department faculty and graduate students to promote library resources, services, and events.
5. Conducts tours and orientation sessions for new and visiting students, faculty, and other patrons.
6. Attends research presentations, seminars, or meetings in designated subject areas to identify potential research assistance opportunities.

C. Collection Development

1. Maintains awareness of the curricular needs, teaching approaches, and research interests of faculty in the School of Public Health and makes recommendations to support those activities; identifies collection gaps based on requests received via reference requests, consultations, Ask-A-Librarian, research meetings and listservs.
2. Communicates allocations for the purchase of library materials for assigned subject areas.
3. Promotes and markets collections.
4. Participates in collection evaluation projects.
5. Conducts annual performance evaluations for direct reports and oversees annual process within the department/unit ensuring that annual evaluations are conducted in a timely manner and submitted on time in accordance with campus and library policy.
6. Establishes and maintains communication with department/unit staff to facilitate the work of the library and ensure library staff is informed of library activities and initiatives.

D. Professional Responsibilities

1. Participates in appropriate professional and scholarly associations and organizations including maintaining membership and/or accreditation; attending meetings, conferences, workshops; and serving in appointed or elected positions.
2. Maintains up-to-date professional knowledge and skills in areas related to primary job assignment as well as maintains general knowledge of current trends in higher education, academic libraries, and information and educational technology.
3. Presents on work-related topics and research at professional and scholarly conferences, symposia, and workshops and/or publishes on work-related topics and research in professional and scholarly publications.
4. Maintains up-to-date professional knowledge and skills in areas related to primary job assignment as well as maintaining general knowledge of current trends in medical education, healthcare, and research and educational technology.

5. Adheres to guidelines outlined in the *Handbook Governing the Librarian series for Faculty-Equivalent Librarians* to ensure appointment, appointment renewal and promotion-in-rank
6. Participates in library and campus committees as appropriate for service purposes.

Required Qualifications

- ALA-accredited master's degree in Library and Information Science OR equivalent education and relevant library experience.
- Subject expertise in health sciences and evidence of skills and knowledge of librarianship.
- Minimum of 1-2 years' experience.
- Ability to build and sustain effective interpersonal relationships with library staff, faculty and students, off campus faculty and administrators, campus administrators, etc.
- Evidence of analytical, organizational, communication, project, and time management skills and demonstrated ability to set priorities, meet deadlines, and complete tasks and projects on time and within budget and in accordance with task/project parameters.
- Demonstrated proficiency and capabilities with personal computers and software, the Web, and library-relevant information technology applications. Working knowledge of standard computer office applications such as Microsoft Outlook, Word, Excel, Access, PowerPoint or other productivity software.
- Commitment to fostering a diverse educational environment and workplace and an ability to work effectively with a diverse faculty and student population.
- Capacity to thrive in an ambiguous, future-oriented environment of a major research institution and to respond effectively to changing needs and priorities.
- Demonstrated knowledge of current trends and issues in academic libraries, higher education, and relevant subject disciplines.
- Evidence of active participation, involvement, and leadership in local, state, regional, national, or international professional or scholarly associations.

Preferred Qualifications

- Experience in teaching and/or training.
- Experience providing services to a public health audience.
- Experience with analysis and visualization tools including Excel, Tableau, or related resources.

Application Procedures

Interested candidates should review the applications requirements and apply online at <http://apply.interfolio.com/111946>.

Applications may be submitted as Word or PDF attachments and must include:

- 1) Current resume/vita detailing education and relevant experience;
- 2) Cover letter of application describing qualifications and experience; and
- 3) Emory Libraries recognize diversity, equity, and inclusion as core values integral to achieving our mission to enrich the quality of life and advance intellectual discovery by connecting people of diverse backgrounds and experiences. Please write a statement of 300-500 words that describes your experience with supporting the teaching, learning, and research of diverse students and faculty and explain how you will foster an inclusive research, teaching, and learning environment through your role as a Public Health Informationist at Emory

- 4) On a separate document list the names and relationships, email addresses, and telephone numbers of 3 professional references including a current or previous supervisor.

Review of applications will begin the week of September 26, 2022. Review of applications will continue until position is successfully filled. Emory is an Equal Opportunity/Affirmative Action Employer that welcomes and encourages diversity and seeks applications and nominations from women, minorities, people with disabilities and veterans.

General Information

Professional librarians at Emory Libraries are 12-month faculty-equivalent positions evaluated annually with assigned ranks renewable for 3 or 5 years based on experience and background. Appropriate professional leave and funding is provided. Depending on educational credentials and position, librarians may be considered for a shared/dual appointment between the library and academic department as a faculty member.

Librarian appointees at Emory generally have educational credentials and professional backgrounds with academic library experience and/or disciplinary knowledge and demonstrate a commitment to continuous learning, professional engagement and involvement, research and scholarship, creativity, innovation, and flexibility. Such backgrounds will normally include a graduate degree from an ALA-accredited library and information science program AND/OR a discipline-specific master's OR doctoral degree. In addition to professional competence and service within the library in the primary job assignment, advancement and/or appointment renewal requires professional involvement and contributions outside of the library and scholarly activities. Candidates must show evidence or promise of such contributions.

Emory provides an extremely competitive fringe benefit plan that includes personal leave, holiday pay, medical and dental plans, life insurance, courtesy scholarships, and tuition reimbursement just to name a few. For a full list of benefit programs, please go to <http://www.hr.emory.edu/eu/benefits/>.

Description of Institution and Library

Emory University is internationally recognized for its outstanding liberal arts college, superb professional schools, and one of the South's leading health care systems. Emory's beautiful, leafy main campus is located in Atlanta's historic Druid Hills suburb and is home to 8,079 undergraduates and 7,372 graduate and professional students. As the second largest private employer in Atlanta, Emory University and Emory Healthcare have a combined workforce of approximately, 37,716 and an annual operating budget of \$5.6 billion. Emory University received \$831 million in research funding in fiscal year 2020.

Ranked among the top 20 Association of Research Libraries (ARL) in North America, Emory University Libraries in Atlanta and Oxford, Georgia is the interdisciplinary intellectual commons for Emory University. The collections at the nine Emory Libraries include more than 5.6 million volumes, 400,970 electronic journals, over 1.6 million electronic books, and internationally renowned special collections. The Stuart A. Rose Manuscript, Archives, and Rare Books Library is home to over 190,000 cataloged titles and more than 19,000 linear feet of manuscript material. Rose Library's collections span more than 800 years of history, with particular depth in modern literature and poetry, African American history and culture, political, social and cultural movements, and the University's archives.

Emory Libraries staff, including student workers, number approximately 350 with an overall library budget of approximately \$42 million. Emory University Libraries is a member of the Association of Research Libraries (ARL), the Association of College and Research Libraries (ACRL), the Atlanta Regional Council for Higher Education (ARCHE), the Coalition for Networked Information (CNI), the Center for Research Libraries (CRL), the Council on Library and Information Resources (CLIR), the Digital Library Federation (DLF), International

Federation of Library Associations and Institutions (IFLA), and the Scholarly Publishing & Academic Resources Coalition (SPARC) as well as regional associations including the Association of Southeastern Research Libraries (ASERL) and Georgia Library Learning Online (GALILEO).

The Emory University Libraries include the Robert W. Woodruff Library, which is also home to the Goizueta Business Library, the Heilbrun Music and Media Library, and the Stuart A. Rose Manuscript, Archives, and Rare Book Library. Other library spaces include the Science Commons, Cox Hall Computing Center, the Library Service Center operated in collaboration with the Georgia Institute of Technology, the Woodruff Health Sciences Center Library, the Pitts Theology Library, the Hugh F. MacMillan Law Library, and the Oxford College Library located on the Oxford Campus approximately 30 miles from Atlanta.

Diversity Statement

Emory Libraries recognize diversity, equity, and inclusion as core values integral to achieving our mission to enrich the quality of life and advance intellectual discovery by connecting people of diverse backgrounds and experiences. We champion an inclusive work environment through competency training, reassurance of personal growth, restorative communication practices, and diverse recruitment and retention. We offer exhibits, collections, programming, and research assistance that speaks to the rich needs and identities of patrons from the Emory community and beyond. We encompass opportunities that strengthen these values. We invite you to bring your true self to the library and feel welcomed when you arrive.

– December 2020

Emory University is an equal opportunity/equal access/affirmative action employer fully committed to achieving a diverse workforce and complies with all applicable Federal and Georgia State Laws, regulations, and executive orders regarding nondiscrimination and affirmative action in its programs and activities. Emory University does not discriminate on the basis of race, color, religion, ethnic or national origin, gender, genetic information, age, disability, sexual orientation, gender identity, gender expression, and veteran's status.