Contract Librarian Position

Infectious Diseases Society of America
Arlington, VA 22209

Salary: $70,000 (per year)

Status: Full-time

Posted: 08/10/17

Deadline: Not stated

Position:
Contract Librarian Position

Position Description:
Based on PICO questions emerging from guideline panel meetings, develop and implement search strategies by searching relevant medical electronic databases; to aid the execution of quality Systematic Reviews and guidelines/recommendations

Position Responsibilities:
• Oversee use of scholarly publishing databases (Embase, Medline, and Cochrane Trials)
• Coordinate with others involved regarding knowledge-based research support services
• Supports citation management throughout the process; utilizes EndNote and other bibliographic resources for retrieved citations/articles
• Provide literature monitoring and other support activities as needed for the IDSA guideline committee
• Stays abreast of IDSA publication policies to ensure that electronic searching etc. is compliant
• Provide mechanism for and maintain repository as a resource for staff and committee access to relevant information

**Required Qualifications:**

• Efficient and organized with a keen attention to detail

• Maintains confidentiality, exercises discretion, good judgment and strong work ethic

• Excellent written and oral communication skills; ability to relate to people from diverse backgrounds, sectors and experiences; communicate with diverse audiences; and engage people in person and by phone

• Ability to derive literature evidence search terms and MeSH terms

• Demonstrated ability to work independently and with a team to meet deadlines

• Knowledge of the principles and techniques of library science

• Knowledge of the principles and techniques of research evidence collection development

• Flexibility and ability to meet deadlines

• Ability to communicate effectively in writing

• Master's degree in library and information services or similar field required

**Preferred Qualifications:**

• 5+ years of relevant work experience; academic/medical research setting is preferred

• Proficient in literature evidence search and MeSH term development, devising simple and more complex search strategies, MS Outlook and MS Office suite

• Proficiency in working with major professional abstracting, indexing, literature database and tracking services, and registries, including Medline, PubMed, Thomson Scientific/Web of Science, Cross-Ref, Fund-Ref, clinicaltrials.gov, PROSPERO and others

**Closing Date:** Not stated

**Special Instructions to Applicants:**
To apply, please submit cover letter, CV and general salary expectations to apply.