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Date Posted: 08/10/17

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.