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Date Posted:

Medical Research Librarian

Evidera

Bethesda, MD or Waltham, MA office

Salary: Not stated

Status: Not stated

Posted: Not stated

Deadline: Not stated

Position:

Medical Research Librarian

Position Description:

This position supports the mission of the library which is to obtain, maintain, and search for information that will assist scientific staff in the delivery of quality products to their clients. This person must possess excellent advanced biomedical database searching skills, ability to support project teams with research in a variety of therapeutic and disease areas, and conduct literature search training for junior research staff. Qualified candidates must be proactive and work independently. Administrative duties include tracking and reporting subscription usage, initiating license renewals with vendors, and coordinating database and vendor-sponsored trainings.

Position Responsibilities:

- Conduct advanced literature searches in multiple databases (PubMed, Embase, Cochrane, PsycINFO, EconLit, BIOSIS, CINAHL, etc.) as a part of a project team
- Track journal subscriptions and other resources to report usage and evaluate for renewal
- Obtains pricing for annual license renewals
- Conduct database search training and coordinate vendor-sponsored trainings
- Request copyright permissions, establish collaboration agreements, and answer copyright questions
- Manages Reprints Desk document delivery account
- Research and answer reference questions
- Establish and refine processes to support library operations

- Reviews new products/resources and set up trials
- Organize and maintain library and research materials which includes electronic repository, print book and journal collection, and other reference materials
- Assist with article retrieval when needed
- Guides manager in goal-setting and strategic planning
- Support project teams as requested
- Update library pages on the intranet (SharePoint)
- Perform other tasks, as assigned.

Required Qualifications:

- Well-developed, advanced searching techniques especially in PubMed, Embase, and various other biomedical databases.
- Takes initiative with projects
- Possess problem solving skills
- Must work with ambiguous situations
- Well-organized, superior time management, and attentive to detail
- Have excellent verbal and written communication skills
- Work well in teams
- Be pro-active and responsive
- Competent in written and spoken English.
- Computer literacy is expected to include Word, Excel, and EndNote. Electronic data management skills are also important.
- Three to five years of library experience.

Preferred Qualifications:

- Experience in medical or corporate library setting preferred. Biomedical research background desired.

Closing Date: Not stated

Special Instructions to Applicants: