

*Position: Head of Reference and User Education, #10-103*

*University of North Dakota*

*October 9, 2009*

The Harley E. French Library of the Health Sciences is recruiting for the position of Head of Reference and User Education. The person in this position manages all aspects of reference services, directs the user education program, and coordinates outreach services. The person in this position is also the Northeast Clinical Campus Librarian for the UND School of Medicine and Health Sciences.

**Duties include:**

- Plan and direct reference services.
- Facilitate training of reference staff.
- Supervise one full-time reference librarian.
- Provide reference services, including: answering reference questions, solving bibliographic problems, conducting literature searches.
- Work with other staff to ensure usability of the library's website.
- Determine the effectiveness of resources and services.
- Direct the user education program and serve as the primary instructor.
- Work collaboratively with faculty to assess and integrate information literacy skills across the health care education continuum.
- Design and develop instructional materials in print and utilizing web based technologies.
- Coordinate the library's statewide outreach program and work collaboratively with the clinical campus librarians.
- Act as the outreach librarian for the Northeast Clinical Campus of the School of Medicine and Health Sciences.
- Assist with identification of external funding opportunities, write proposals for support, and administer resulting projects.
- Participate in professional organizations.
- Represent the library on university and medical school committees

**Required qualifications:**

- ALA-accredited master's degree in library or information science;
- two years post master's degree experience in providing information services in an academic or health care environment;
- strong commitment to public service;
- demonstrated teaching ability;
- proficiency in teaching literature searching skills;
- knowledge of health and medical information resources;
- database searching skills;
- computer and technology skills;
- leadership and organizational skills;
- demonstrated ability to work independently and collaboratively;
- excellent oral and written communication skills and interpersonal skills.

**Preferred qualifications:**

- Experience in providing information services in a health care environment;
- experience in planning and implementing new and revised services;
- experience with utilization of Web 2.0 practices related to information services;
- experience in writing grants;
- supervisory experience;
- knowledge of the principles of evidence-based practice;
- record of participation in regional or national professional organizations;
- membership in the Academy of Health Information Professionals.

- **About the Harley E. French Library of the Health Sciences (HEFL):** The UND Harley E. French Library of the Health Sciences serves the School of Medicine and Health Sciences, which has programs in medicine, physical therapy, occupational therapy, clinical laboratory science, and graduate programs in the basic medical sciences; and the College of Nursing, which has baccalaureate through doctoral programs in nursing. The HEFL is the only academic health science library in North Dakota. As such, it has an enterprising outreach program to provide health care information for hundreds of clinical faculty located at over 30 teaching sites throughout the state, to medical and health students located at these clinical education sites, and to unaffiliated health professionals statewide. The School of Medicine and Health Sciences has three remote clinical campuses with a librarian on each campus to meet these commitments.
- The library's resources include over 18,000 electronic journal subscriptions and 100,000 print volumes. It maintains a close working and sharing relationship with the main library on the UND campus. For more information about HEFL, visit <http://undmedlibrary.org>
- **About the UND School of Medicine and Health Sciences:** The UND School of Medicine and Health Sciences ranks at the top nationally in the percentage of its M.D. graduates who enter residency programs in family medicine, and nearly 50% enter residency programs in one of the primary care specialties.
- **About the University of North Dakota:** The University of North Dakota prides itself in having a strong liberal arts foundation surrounded by a variety of professional and specialized programs. It enrolls nearly 13,000 students in 202 fields of study from baccalaureate through doctoral and professional degrees. It is one of only 47 public universities in the nation with accredited professional schools of both medicine and law. Its beautiful campus includes 235 buildings on 550 acres. For more information, visit <http://www.und.edu/aboutund/>
- **About Grand Forks:** The University of North Dakota is in Grand Forks, a city of 50,000 and a metropolitan area population of 95,000. Grand Forks is situated on the Red River of the North separating North Dakota and Minnesota. UND and the city of Grand Forks offer a wealth of cultural, entertainment and sports activities. For more information, visit <http://www.visitgrandforks.com>
- **Compensation:** From mid \$40K to low \$60K , depending on experience and qualifications. The University of North Dakota offers a comprehensive benefits package that includes full family healthcare coverage, TIAA-CREF retirement plan, and other benefits which may be seen at <http://www.und.edu/dept/payroll/webforms/Summary-Staff.pdf>.
- **Application process:** Submit resume and names, addresses and phone numbers of three references to: Human Resources, University of North Dakota, Twamley Hall Room 313, 264 Centennial Drive Stop 8010, Grand Forks, ND 58202-8010. Refer to position no. 10-103. For full application procedures, visit <http://www.humanresources.und.edu/html/Job%20Openings.htm> Applications received by November 6, 2009, will receive first consideration.
- Position is posted at <http://www.humanresources.und.edu/jobs/professnl.htm>

**Head of Preference position 10.1.09**