Employment Opportunities

Located in the heart of Chicago’s Magnificent Mile, Northwestern University Feinberg School of Medicine has built a national reputation for excellence through a strong history of collaboration, interdisciplinary medical education, and research. Along with Northwestern Memorial Hospital and Northwestern Medical Group (NMG), it is part of the premier academic medical center known as Northwestern Medicine. The Galter Health Sciences Library & Learning Center, a division of NUCATS, Northwestern’s clinical and translational sciences institute, shares Northwestern’s commitment to excellence, and fosters the creation and sharing of knowledge among the faculty, staff, and students of the Feinberg School of Medicine and its affiliates. Library staff and faculty strive to improve and enhance health care through innovation and leadership in the organization, delivery, management, and use of quality information to support the educational, research, and patient care needs of our users.

Northwestern University is an Equal Opportunity, Affirmative Action Employer of all protected classes including veterans and individuals with disabilities. Women and minorities are encouraged to apply. Hiring is contingent upon eligibility to work in the United States.

Here are the current employment opportunities at the Galter Health Sciences Library & Learning Center. To apply for any of these positions, please follow the directions in the full description.

Library Assistant 2

Coordinates and performs a variety of library tasks to support both Galter Health Sciences Library & Learning Center (Galter) patrons and professional staff. Prioritizes, directs and responds to matters that arise in the library. Creates and maintains associated documents, and alerts supervisor of critical issues and upcoming events. Supports acquisitions activities for print and electronic materials, ensures access to the library’s collections, and performs copy cataloging and record maintenance to improve the discoverability of library resources. Provides superior customer service to internal and/or external customers and may act as point person for up to two competency areas, coordinating projects and services in that area. Actively participates in departmental and all-staff meetings as well as one or more working groups based on personal interest and/or need.

>> Learn more and apply (search for "37645")

Library Assistant 1

Performs basic library tasks to support both Galter Health Sciences Library & Learning Center (Galter) patrons and professional staff. Answers basic questions about library resources, including physical materials, electronic resources, computer hardware and software, and library digital initiatives. Provides superior customer service to internal and external customers and often serves as the first point of patron contact in a library that prides itself on exemplary service. Actively participates in departmental and all-staff meetings as well as one or more working groups based on personal interest and/or need.

The individual filling this position will be required to work early evening hours (10a – 6p, M - Th) and one weekend
shift on Sundays.

>> Learn more and apply (search for “37603”)

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**Library Assistant 1**

Performs basic library tasks to support both Galter Health Sciences Library & Learning Center (Galter) patrons and professional staff. Answers basic questions about library resources, including physical materials, electronic resources, computer hardware and software, and library digital initiatives. Provides superior customer service to internal and external customers and often serves as the first point of patron contact in a library that prides itself on exemplary service. Actively participates in departmental and all-staff meetings as well as one or more working groups based on personal interest and/or need.

The individual filling this position will be required to work evening hours W – F and two weekend shifts.

>> Learn more and apply (search for “37644”)

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**Research Impact Librarian**

Galter Health Sciences Library & Learning Center at Northwestern University’s Feinberg School of Medicine seeks a Research Impact Librarian. This position will work as part of Galter Library’s Research Assessment and Communications department to support individuals and groups in their understanding, assessment, visualization, and reporting of impactful outcomes of research and clinical care efforts. The department provides advisory services for researchers, groups, departments, and centers on topics such as: developing successful publishing and dissemination strategies, managing or tracking publications, maintaining an impactful online identity, measuring or assessing research impact by discipline, and communicating research impact to diverse audiences.

Learn more and apply (opens PDF)

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**Developer (Digital Library Programmer)**

The Galter Health Sciences Library & Learning Center seeks an innovative, collaborative, forward-thinking, flexible, and user-focused developer to bring energy, creativity, and expertise to this position.

The successful candidate will contribute to the **design, development, coding, testing**, and **debugging** of major new software and significant enhancements to existing library software that includes applications over multiple platforms. He/She will collaborate with other developers and staff to advance a variety of library initiatives including a **digital repository, catalog searching and indexing**, and **web development** as well as many other projects integrating both open source components and proprietary vendor-supplied systems. He/She will have the flexibility to constantly adapt to changing technologies and plan ahead to keep the library systems modern and relevant. JobID: Developer (36469).

Learn more and apply (Job Number 36469)

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