Employment Opportunities

The Galter Health Sciences Library is a dynamic organization that 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. The Library strives to improve and enhance health care through innovation and leadership in the delivery, management, and use of quality information to support the educational, research, and patient care needs of our users.

We strive to build and sustain an inclusive environment for our NU community and recognize the value of diversity in thought and perspective as we carry out our mission. Galter Library also encourages and supports a healthy work/life balance and we strive to support well-being at Northwestern for our team and our larger campus community. We strongly encourage people from all backgrounds to apply. Northwestern University is an Equal Opportunity, Affirmative Action Employer of all protected classes including veterans and individuals with disabilities. Hiring is contingent upon eligibility to work in the United States.

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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.

Metadata and Digital Projects Librarian

Job ID #41207

Galter Health Sciences Library & Learning Center at Northwestern University’s Feinberg School of Medicine seeks an innovative and energetic librarian to provide original and complex description, cataloging, and record maintenance for all formats of materials using current and appropriate descriptive and encoding standards. Working collaboratively, this full time non-tenure faculty librarian position will provide leadership and direction in metadata and metadata projects that advance the strategic direction of the library and of the Northwestern University Feinberg School of Medicine and contribute to digital preservation and archiving efforts, with a focus on discovery, interoperability, and engagement. This position will participate in secondary assignments based on qualifications, interests, and institutional need.

Full description / Apply

Special Collections Assistant

JobID #41271

Galter Health Sciences Library & Learning Center at Northwestern University’s Feinberg School of Medicine seeks a special collections library assistant. The principal duties of this position are to assist in the management of the daily operations of the Special Collections Department under the direction of the Special Collections Librarian—which include
reference support, collection maintenance, and outreach—and to perform hands-on processing of archival collections within the Galter Library.

The person in this position coordinates a broad variety of library tasks to support library patrons and 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; reviews work procedures, policies and operational methods; identifies and documents Standard Operating Procedures (SOPs) and best practices; and suggests improvements to workflows and outlines implementation.

Full description / Apply

Clinical Informationist

JobID #41425

Galter Health Sciences Library & Learning Center at Northwestern University’s Feinberg School of Medicine seeks a friendly and outgoing individual to join our clinical informationist service and make substantive contributions toward ensuring the highest standards of clinical education and patient care. The Clinical Informationist will support activities by Galter Library to serve the needs of the Feinberg School of Medicine’s clinical staff including residents, faculty, attending physicians, and students.

Full description / Apply

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