

**GALTER HEALTH SCIENCES LIBRARY**  
**Feinberg School of Medicine**  
**Northwestern University Clinical and Translational Sciences Institute**  
**Northwestern University, Chicago**

**Research Librarian, Job ID 31838**

*This position is a non-tenure eligible appointment at the rank of Librarian Faculty.*

**POSITION DESCRIPTION:**

Galter Health Sciences Library (GHSL) at Northwestern University's Feinberg School of Medicine seeks a friendly and outgoing individual to join our research and information services team, to strengthen support of faculty, students, and staff on matters pertaining to their scholarly and research endeavors in the basic science and/or clinical research setting. Early career librarians are encouraged to apply.

**POSITION REPORTS TO:** Head, Research and Information Services

**DUTIES AND RESPONSIBILITIES:**

1. Works with a wide range of campus stakeholders to increase awareness among faculty, researchers and students at Feinberg School of Medicine about digital information resources and their broad application to and integration with campus education, research, and clinical efforts.
2. Provides reference and specialized research services to medical school faculty, students, and affiliated clinical researchers.
3. Collaborates with key constituents on journal clubs, seminars, systematic reviews, and other research synthesis projects.
4. Develops print and electronic support materials on relevant topics; plans and organizes regular campus events and programming on these topics.
5. Selects resources (electronic resources, journals, and software tools) to support this area of effort.
6. Works with faculty and students to develop ideas for new programs and services and a deeper understanding of service needs.
7. Contributes to library-wide planning activities and collaborates with colleagues on projects in areas of shared interest. Actively participates in appropriate library programs and services where appropriate.
8. Actively supports and contributes to a diverse and culturally sensitive working environment.
9. Manages projects to effectively and efficiently provide services. Seeks grant opportunities to fund innovation efforts.
10. Attends faculty and student research seminars, department wide conferences and university symposia to keep abreast of current research. Serves on university and library committees as appropriate.
11. Participates in scholarly societies, attends academic conferences, and represents the library in relevant academic activities.

**REQUIRED QUALIFICATIONS AND COMPETENCIES:**

- Master's degree in library or information science from an ALA-accredited program or international equivalent, or other appropriate degree or equivalent experience.
- Strong ability to think and act strategically, and demonstrated success at bringing concepts to realization while meeting deadlines.
- Demonstrated ability to work independently and collaboratively with a diverse population of faculty/staff, students, and colleagues.
- Excellent database searching skills; Proficiency in searching bibliographic and citation databases, such as: PubMed, Scopus, Web of Science, EMBASE, the Cochrane Library, and PsycINFO.
- Demonstrated ability to learn new technology tools/skills.
- Evidence of professional initiative and problem-solving skills.
- Excellent analytical, interpersonal, time management, organizational and problem-solving skills.
- Excellent written and oral communication skills; demonstrated ability to communicate effectively both in person and virtually using a variety of media and technologies.

**PREFERRED QUALIFICATIONS AND COMPETENCIES:**

- Academic background or prior professional experience in the health sciences.
- Proficiency with Excel or other spreadsheet/reporting platforms.
- Proficiency with EndNote, Zotero, Mendeley or other reference management and research collaboration tools.
- Excellent presentation skills; demonstrated ability to develop relevant educational content and teach workshops related to biomedical information resources and information management.
- Demonstrated experience working with diverse stakeholders in a health care environment.
- Demonstrated experience providing instructional and reference services including the creation of online tutorials, surveys, or guides.
- Experience providing reference and specialized research services to medical school faculty, students, and affiliated clinical researchers.
- Experience or strong interest in collaborating with teams working on systematic reviews and other research synthesis projects.
- Entrepreneurial spirit.

**Rank:** Librarian Faculty

**Term:** non-tenure eligible appointment

**Title:** Research Librarian

**Closing Date for Receipt of Applications:** until filled

**Proposed Starting Date:** TBD

**Salary:** Commensurate with qualifications and experience.

To be considered for this position, applicants must submit a cover letter and resume/curriculum vitae to Steph Thor at [Stephanie.thor@northwestern.edu](mailto:Stephanie.thor@northwestern.edu). Please reference the job title and job opening ID in the email.

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.