

Job Title:**Research and Scholarly Activities Librarian, University****Job Description:**

The Research and Scholarly Activities Librarian at California Health Sciences University (CHSU) is essential for enhancing research and scholarship for students, faculty, and staff. Reporting to the Director of the Health Sciences Library (HSL), this position provides a wide range of research services, including literature searches, evidence synthesis support, and scholarly publishing guidance. This role involves collaborating with university colleagues to enhance academic productivity and research excellence, alongside responsibilities for instruction & training, collection development and document delivery. This position also creates marketing and promotional materials, develops course, subject, and research guides, and works closely with students to support their scholarly productivity and academic success.

Reports to:

Director, Health Sciences Library, CHSU Health Sciences Library

Classification:

Faculty, Full Time, Exempt

Essential Duties:**Duties & Responsibilities:**

- Provide research support to students, faculty, and staff on research and quality improvement projects, including biomedical literature searches, utilizing bibliographic management software, and enhancing scholarly communication.
- Advise students, faculty, and staff on evidence synthesis projects, including research design, methodology, evidence sourcing, the Institutional Review Board (IRB) approval process, and scholarly publishing. This may also include information on where to publish, open-access options, manuscript preparation, and copyright clearance.
- Design and deliver library research and scholarly activity content, including subject guides, instruction and training sessions, guidance on literature searching and information retrieval, using specialized research tools and databases such as PubMed and Embase, and critical appraisal of search results.
- Maintain and update the library's research and scholarly activities resources to ensure access to current books, journals, databases, and other materials relevant to osteopathic medicine and health sciences research.
- Serve as a member of the IRB and participate in the Research and Scholarship Committee.
- Stay current with trends in medical research, library sciences, scholarly communication, and academic publishing in health sciences.
- Engage in local, regional, and national library and research organizations to maintain expertise and enhance professional growth.

**Qualifications/
Education:****Education:**

- An American Library Association (ALA)-accredited Master of Library and Information Science (MLIS) is required. The degree must be obtained by the date of appointment.

Skills & Experience:

- Experience in an academic or medical library setting preferred.
- Experience designing and delivering instruction for adult learners, ideally in healthcare environments.

- Ability to develop instructional materials, including research guides, videos, and web-based tutorials.
- Demonstrated expertise in research and scholarly activity consultation across multiple formats, including developing workflows, procedures, and supporting documentation.
- Proficiency in biomedical literature searching using resources such as PubMed and Embase.
- Strong understanding of scholarly communication, including open-access publishing.
- Excellent written and verbal communication skills, with the ability to tailor messaging to diverse audiences.
- Strong interpersonal skills with the ability to collaborate effectively with stakeholders across the organization.
- Sound judgment, discretion, and professionalism when handling sensitive information.
- Proficiency with Microsoft Office (Outlook, Teams, Excel, Word, PowerPoint) and general PC applications.
- Ability to work both independently and collaboratively in a team environment.

Compensation:

CHSU offers a competitive benefits and compensation package. Salary range for this position is \$70,304 - \$72,000, however, salary is commensurate with experience.

Application Instructions

Interested candidates are to electronically submit a letter of interest, a detailed resume, and the names, titles, and contact information of at least (3) professional references. Please send a completed package electronically to careers@chsu.edu and type **Research and Scholarly Activities Librarian** in the subject field of the email.

CHSU is an Equal Employment Opportunity (EEO) employer. CHSU complies with the Employment Eligibility Form (I-9) requirements.