

Graduate Research Assistantship–UT Graduate School of Medicine

Position Duties

- Researching the literature on patient care and education topics for GSM faculty, residents and students.
- Utilizing data analysis tools for collection development.
- Assist library faculty on specified research projects.
- Maintain research database of CAPHIS and literature searches.
- Attainment of Consumer Health Information Specialist certification from the Medical Library Association.
- Record, research and respond to consumer and patient health information requests over the phone, via e-mail, and at the reference desk.
- Provide public service and research assistance to patrons with directional and collection related questions over the phone, via e-mail, and at the reference desk.
- Process circulating material using library circulation system
- Back-up responsibilities in absence of shift supervisor.
- Library Instruction / Library outreach / public programs / exhibits.
- Other responsibilities may include special projects such as preparing books for the collection, collection analysis, creating and assisting in implementation of assessment tools, and assisting with current research projects.

Qualifications

Current in-state enrollment or acceptance for in-state enrollment in the University of Tennessee School of Information Science is required. Preference is given to students pursuing a career in medical or science librarianship and those with previous library experience. Applicant must present evidence of strong communication and organizational skills. He or she should have a desire to learn and develop as a professional member in a team environment. Ability to take initiative and work on developing and implementing research projects required. Applicant must have some experience with customer service.

Schedule

This is a 12 month appointment and requires a 20 hour per week time commitment. Hours are variable and will be determined based on staffing needs and student's class schedule. Evening and/or weekend shifts may be required.

Pay

Remuneration will include: a stipend of \$1,000.00 per month, full tuition waiver for each semester employed, and graduate student health insurance.

Applicant Requirements

Drug & tuberculosis screening upon hiring

To apply

Email resume, a statement of interest, and names and contact information for 3 references to Sandy Oelschlegel, Library Director, soelschl@utmck.edu, 865-305-6615. Applications **accepted until position is filled**.