

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.
- 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.
- Assist patrons with electronic resources access questions and troubleshooting.
- Assist library faculty with access maintenance projects, such as updating library holdings in journal management system, preparing resource renewal studies, and evaluating resource requests.
- 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 enrollment in the University of Tennessee School of Information Science is required. Preference is given to in-state students and 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; in-state student tuition status

To apply

Email resume, a statement of interest, and names and contact information for 3 references to Martha Earl, Library Director, mearl@utmck.edu, 865-305-6616. Position remains available until filled.

Martha Earl, MSLS, AHIP
Director/Associate Professor