

MLA '06 Job Opportunity Form

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May 17, 2006

Date

NN/LM SCR Assessment and Programs Coordinator

Job title

\$46,000 - \$62,000

Salary (minimum required, range preferred)

Job Classification

Please check the appropriate category. Visit www.mlanet.org/am/am2006/placement.html for descriptions.

- | | |
|---|---|
| <input type="checkbox"/> Administration | <input type="checkbox"/> Technical services |
| <input checked="" type="checkbox"/> Public services | <input type="checkbox"/> Other _____ |

Duties/Responsibilities

See attachment.

Educational Requirements

Include necessary degree(s) and discipline(s) (e.g., M.S. in library science).

See attachment.

Experience or Additional Requirements

See attachment.

Billing

Houston Academy of Medicine - Texas Medical Center Library

Employer's name (institution/library)

1133 John Freeman Blvd.

Address

Houston, TX 77030

City, State/Province, Zip/Postal code

713-799-7116

Daytime telephone (include area code)

Zina Hayes

Contact person

zina.hayes@exch.library.tmc.edu

Email

Job location (institution/library, if different from above)

JOB #
For MLA office
use only

23

July 1, 2006

Starting date

Open until filled

Closing date (for applications)

Type of Institution

- | | |
|---|---|
| <input checked="" type="checkbox"/> Academic | <input type="checkbox"/> Government |
| <input type="checkbox"/> Hospital/Health agency | <input type="checkbox"/> Social service |
| <input type="checkbox"/> Information industry | <input type="checkbox"/> Other _____ |

MLA Academy Membership Preferred?

- Yes, required Yes, preferred No

Experience Required

Please check the required number of years of experience in a library setting.

- | | |
|---|--------------------------------------|
| <input type="checkbox"/> Entry-level position | <input type="checkbox"/> 5-7 years |
| <input type="checkbox"/> 1-3 years | <input type="checkbox"/> 7+ years |
| <input checked="" type="checkbox"/> 3-5 years | <input type="checkbox"/> Other _____ |

Will a representative be available to interview applicants during the meeting?

If no, please include instructions for applicants to contact you.

- Yes No

Check all dates that a representative will be present:

- May 20 May 21 May 22 May 23 May 24

- We are an MLA Institutional Member.

Our MLA ID# is 4587

- Check made payable to MLA for \$100.00 enclosed.

- We are NOT an MLA Institutional Member.

- Check made payable to MLA for \$150.00 enclosed.

- Yes! Post this job opportunity to the MLA '06 Website at www.mlanet.org/am/am2006/placement.html

- Check made payable to MLA for \$75.00 is enclosed.

- Please bill us. Our P.O.# is _____ (required).

Return completed form by May 1 to: Medical Library Association •
MLA Placement Center • 65 East Wacker Place • Suite 1900 •
Chicago, IL 60601-7246 • 312.419.9094 • Fax, 312.419.8950

NN/LM SCR Assessment and Programs Coordinator

Coordinator Specific Responsibilities and Duties

- Coordinates the development of needs assessments and surveys
- Coordinates evaluation and program planning for the NN/LM SCR
- Oversees and coordinates subcontracts and funding opportunities
- Consults with Network members on marketing and advocacy issues
- Identifies and recruits Network members according to NN/LM membership guidelines
- Oversees development of NN/LM SCR publications

All Coordinator Responsibilities and Duties

- Publicizes information about assigned state, program planning, community assessment, marketing, Network membership, funding opportunities, needs assessments and surveys, and evaluation
- Serves as the state liaison for assigned state in the SCR
- Develops and maintains regular lines of communication with Network members and relevant organizations
- Participates in the development and delivery of NN/LM SCR education courses
- Participates in NN/LM SCR sponsored exhibits
- Collaborates with members of other departments to ensure client needs are met

Qualifications:

At a Librarian/Professional II level, this position requires a Master's degree with a minimum of three years experience. This position requires demonstrated excellent written, teaching, course development, and oral communication skills, conducting needs assessments, program planning and evaluation, proposal/grant writing, and a working knowledge of Internet and MS Office applications to include but not limited to Word, Excel, and PowerPoint. A valid driver's license and travel is required.