

MLA '06 Job Opportunity Form

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May 17, 2006

Date

NN/LM SCR Health Professionals Outreach Coordinator

Job title

\$46,000 - \$55,000

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.

JOB #

For MLA office
use only

24

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

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)

- 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 Health Professionals Outreach Coordinator

Coordinator Specific Responsibilities and Duties

- Coordinates outreach to health professionals, with an emphasis on non-physician and allied health professionals
- Coordinates the NN/LM SCR education program
- Coordinates the development of outreach competencies for the NN/LM SCR
- Works with NN/LM SCR Associate Director and Coordinators to provide general direction and guidance to Resource Library Outreach subcontractors
- Coordinates document delivery for the Region
- Serves as liaison to the Tribal Connections Four Corners (TC4C) project

All Coordinator Responsibilities and Duties

- Publicizes information about assigned state, outreach to health and allied health professionals, course accreditation, and document delivery
- Serves as the state liaison for assigned state in the SCR
- Develops and maintains regular lines of communication with Network members and relevant organizations
- Develops NN/LM SCR funding opportunities and promotes funding in the SCR
- 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 an ALA accredited MLS with a minimum of three years experience. This position requires demonstrated excellent written skills, teaching skills, course development skills, health information outreach skills, and oral communication skills. Candidates must have a working knowledge of PubMed, MedlinePlus, MS Office applications to include but not limited to Word, Access, PowerPoint, and the Internet. Knowledge of document delivery systems and issues, and subcontracts and grants is preferred. A valid driver's license and travel is required.