



OREGON COLLEGE *of* ORIENTAL MEDICINE

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## Access Services Assistant (OCOM Library)

Are you looking for an opportunity to work for an organization that is helping to change our world for the better? If so, Oregon College of Oriental Medicine (OCOM) might be the perfect place for you.

Our campus and offices are in the heart of Old Town Chinatown, in the LEED Gold certified remodel of the former Globe Hotel building. Tom McCall Waterfront Park and the Willamette River are just a block away. You'll also enjoy easy access to the MAX Light Rail, other mass transit, and cycling routes.

OCOM is a nonprofit graduate medical school in Portland, Oregon. Our mission is to transform health care by educating highly skilled and compassionate practitioners, providing exemplary patient care, and engaging in innovative research within a community of service and healing. OCOM's primary activities are providing studies for specialized graduate degrees; operating two teaching clinics, providing affordable care for patients and hands-on experience for student interns; and conducting acupuncture and Chinese medicine research. *For more information about the college, please visit [ocom.edu](http://ocom.edu).*

We are seeking a dynamic **Access Services Assistant** to join our team.

### Position Summary

The **Access Services Assistant** is responsible for managing public-facing library services and assisting the Director of Library Services with the day-to-day operations of the OCOM Library. The Access Services Assistant will manage general library operations, provide reference and instructional services, and oversee library outreach efforts. This includes training student workers, providing reference and circulation services, organizing and shelving of library materials, managing course reserves, processing interlibrary loan requests, creating online research guides and learning tools, and managing the OCOM Library's social media presence and on-campus library activities. This position will also supervise student library workers in the absence of the Director of Library Services.

This is a part-time, 12 hours per week, no benefits role (4 hours on Saturday [10-2] and a flexible 8-hour weekday shift [8-4:30]). Pay is \$16.50/hour.

### Non-essential Functions

- Supervising and training library staff, including work-study students
- Managing course reserves
- Creating online library research guides
- Indexing library journals for the Journal Article Index
- Managing library's social media and outreach efforts

### Knowledge, Skills, and Abilities

- General knowledge of library practices
- Experience with library catalogs, databases, and office equipment
- Proficiency in Google applications, including Gmail and Google Drive
- Demonstrated ability to work successfully in a team environment
- Ability to multi-task while maintaining a courteous demeanor
- Interest in or experience with traditional Chinese medicine and other complementary therapies

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## Education and Experience

*Preferred*

- Master's degree in Library or Information Science from an ALA-accredited program (or an equivalent educational degree), or actively enrolled in an ALA-accredited program
- Experience working in an academic library

## To Apply

Please send cover letter and CV (.pdf format only) to **HR@ocom.edu**. In your cover letter, please answer the question, *"How would this position at OCOM fit with your long-term professional goals?"*

## Notice of Nondiscrimination

OCOM recognizes the individual dignity of each employee, student, patient, volunteer, and job applicant. OCOM does not discriminate on the basis of race, color, religion, sex, national origin, age, disability, marital or familial status, sexual orientation, gender identity, veteran status, or any other basis prohibited by local, state, or federal law.

Title IX of the Education Amendments of 1972 prohibits discrimination based on sex in educational programs, including areas such as admissions, financial aid, scholarships, course offerings and access, employment, and other services. Title IX protects students and employees, both male and female, from unlawful sexual harassment, including sexual violence, in college programs and activities. OCOM has designated a Title IX Coordinator to whom questions or concerns about this notice should be addressed: Amber Appleton, 75 NW Couch Street, Portland OR 97209, or **titleix@ocom.edu**.

This policy complies with the spirit and the letter of applicable federal and local laws, including Title IX of the Education Amendments of 1972 and its implementing regulations, Sections 503 and 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act of 1990.

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