



OREGON COLLEGE *of* ORIENTAL MEDICINE

ocom.edu | 75 NW Couch Street, Portland, OR 97209 | 503-253-3443

Associate Librarian

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.*

We are seeking a dynamic **Associate Librarian** to join our team.

Position Summary

The Associate Librarian works closely with the Director of Library Services in planning, implementing, and assessing library services at a small, specialized academic library. This position performs a broad range of professional librarian duties, and areas of responsibility may include shared work such as providing frontline reference and circulation services, managing the college's institutional repository, circulation configuration, and designing and implementing discovery tools, training and managing student workers and library assistants, providing interlibrary loan services, serving on campus committees, and teaching information literacy sessions.

In addition to these shared responsibilities, the Associate Librarian is responsible for cataloging materials (including some original cataloging and managing the institution's audio-visual archives, ensuring the long-term preservation and accessibility of AV materials). The Associate Librarian will work closely with their OCOM colleagues in providing library services and implementing new programs and policies, as well as collaborating with library consortium colleagues in the Portland Academic Health Libraries (PAHL) around issues pertaining to shared resources and circulation policies.

This is a 30 hours/week position and is eligible for the OCOM employee benefits package, which includes medical, dental, college-sponsored LTD/STD plans, paid holidays, and paid days off. The pay is \$22/hour.

Essential Functions

Administrative (10%)

- Supervising and training library staff, including work-study students, library assistants, volunteers, and interns;
- Creates, documents, and disseminates library procedures to staff;

Reference and Instruction (30%)

- Providing reference services, including scheduled reference consultations with students and faculty members, both face-to-face and online;
- Staffing the circulation/reference desk;
- Providing Interlibrary Loan services;
- Creating online tutorials and subject guides as needed;

Continued

- Teaching Information Literacy sessions as needed.

Systems (60%)

- Cataloging new materials acquired by the library and maintains metadata records for the existing items;
- Administering the library's online discovery tools and updates the library's website;
- Updating our integrated library system (Ex Libris Alma)
- Troubleshoots technical problems with the library's hardware and software for both patrons and staff;
- Manages the college's audio-visual resources, including the archives of the institution's original recordings;
- Analyzes circulation and collections statistics to aid the Library Director in collections development;
- Supporting and configuring the College's Institutional Repository and SubjectsPlus platforms.

Knowledge, Skills, and Abilities

Required

- Proficiency with cataloging and metadata standards, including MARC, AACR2, RDA;
- Broad knowledge of library tools, systems, and resources in libraries;
- Excellent written and verbal communication skills and a commitment to customer service;
- Comfort with a wide array of computer hardware and software with the ability to adapt quickly to new technology;
- Ability to work both independently and collaboratively;
- Keen sense of curiosity and the ability to solve problems creatively.

Preferred

- Experience with administration and configuration of Integrated Library Systems;
- Proficiency in advanced configuration for ExLibris Alma;
- Familiarity with Medical Subject Headings, NLM classification, and other medical informatics standards;
- Understanding of how copyright impacts academic library organizations, including the ability to interpret copyright and fair use policies on campus;
- Interest in or experience with traditional Chinese medicine and other complementary therapies;
- Proficiency in audio and video formats and the maintenance needs for media storage;
- Ability to understand and write HTML, CSS, XML, and other languages pertinent to the administration of the library's online presence.

Education and Experience

Required

- Master's degree in Library or Information Science from an ALA-accredited program or an equivalent educational degree;
- Professional experience working in libraries;

Preferred

- Experience working in an academic library;
- ExLibris administration certification.

To Apply

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.