

WMC POSITION DESCRIPTION

Weill Cornell Medical College of Cornell University in New York City is seeking to fill this Academic position.

Position Title: Editing and Electronic Resources Librarian

Department: The Samuel J. Wood Library and The C.V. Starr Biomedical Information Center

Status: Full Time, Academic/Faculty – Non-Professorial Track

Salary: Starting salary negotiable

Location: Upper East Side – Manhattan location

I. POSITION SUMMARY

As part of a dynamic team, the Editing and Electronic Resources Librarian provides expert support in scholarly communications specific to grant editing, as well as information management of electronic resources to the communities of Weill Cornell Medicine (WCM), NewYork-Presbyterian Hospital (NYPH), and affiliates. S/he is a public-facing representative of the Library and is responsible for excellence in both electronic resource management and grant editing. The Editing and Electronic Resources Librarian reports to the Head of Resource Management.

II. POSITION ACTIVITIES

1. In order to help investigators prepare compelling manuscripts and grants before submission, reviews and edits grants, manuscripts, or slide shows using the principles of good composition. Provide marked up copy and comments addressing clear and concise writing, good grammar, good organization, freedom from use of jargon. Maintain any print copies of manuscripts and grants in a locked drawer to protect confidentiality of documents. Turn around grant editing requests in a timely, agreed upon timeframe.

2. Coordinates new acquisitions and annual renewals for e-resources including resources shared with Ithaca and Qatar. Upload shared license agreements negotiated for e-journal, e-books and e-database resources into the Integrated Library System (ILS) Electronic Resources Management (ERM) Module. Oversees the accuracy of vendor files for products, license agreements, etc. To a limited extent is involved with the acquisition, processing, and maintenance of other formats of library resources such as print books and journals.

3. Oversee invoice review, approval and submission for payment; track expenditures for shared electronic resources and submits monthly/annual reports to department Head and Library Director.
4. Makes recommendations for electronic titles to add or drop based on usage reports.
5. Oversee library electronic resource activation, processing, cataloging, and maintenance, including databases, e-journals and e-books data loaded into various library systems such as the Link Resolver, EZproxy, e-Resources database, DOCLINE/SERHOLD, ILS, OCLC Connexion and other systems. Maintain and upload usage statistics in the ILS ERM manually if the vendor is not SUSHI compliant.
6. Work with various publisher/vendors and within various library systems to maintain continuous unfettered access, troubleshooting when necessary. Report changes and access issues to leadership at Weill Cornell, Cornell Ithaca and WCM-Qatar when necessary.
7. Oversee the processing and cataloging of Electronic Theses and Dissertations (ETDs) into the Institutional Repository (IR), ILS, and various systems using established cataloging and metadata standards.
8. Ensures the quality and integrity of bibliographic information for electronic resources entered manually or via batch loads into the library's ILS and web pages by performing standards-based cataloging using RDA/AACR2, MARC or other established standards.
9. Maintains awareness of and makes recommendations based on current developments in librarianship, national and international developments related to technical services and electronic resource management.
10. Responsible for assessment of improvements in existing information services and suggestions for future developments.
11. Performs other job related duties as required.

III. MINIMUM REQUIREMENTS

This position requires an ALA-accredited Master's degree in Library Science and two years of relevant professional experience. Demonstrated knowledge of RDA, AACR2, the MARC formats for bibliographic and holdings data is required. Demonstrated expertise in professional editing is required. Excellent computer, analytical, problems solving, written, verbal, editing, proofreading, research and interpersonal skills are required especially for the management of electronic information resources and editing of publications and manuscripts. This position requires a strong ability to attend to details, prioritize multiple duties and maintain confidentiality.

IV. PREFERRED REQUIREMENTS

Experience with the Ex Libris Alma/Primo Integrated Library System, EZproxy, III Millennium system and SFX Link Resolver.

Working Conditions: Position requires working in an office environment where there are a few physical discomforts such as dust, dirt, noise and the like. Ability to work off-hours and weekends during periods of heavy work such as during budget season and for emergencies as required. While we generally don't manage as much print as in the past, the ability to lift and move boxes weighing 25 pounds, or pushing carts of about 150 pounds with wheels on a level surface are generally expected of all librarians and library staff. Light travel between office locations, primarily within Manhattan, is required. Occasional travel to represent the Samuel J. Wood Library at conferences, or to work with affiliates, may also be necessary.

Privacy Notice: This position could have exposure and/or access to Protected Health Information (PHI) or Personally Identifiable Information (PII) as part of normal duties. Access to data within systems that contain significant portions of confidential staff or even medical records may be necessary for completion of daily tasks. This might include participation in teaching within patient care areas such as the hospital.

With regard to HIPAA and protection of employee, student, subject, and patient privacy, it is the responsibility of each WCM employee to limit viewing of PHI and PII to the minimum as necessary to perform assigned duties.

Please email cover letter and curriculum vitae to librecruiting@med.cornell.edu with "Editing and Electronic Resources Librarian" included in the subject line.

Founded in 1898, and affiliated with what is now NewYork-Presbyterian Hospital since 1927, Weill Cornell Medicine is among the top-ranked clinical and medical research centers in the country. In addition to offering degrees in medicine, Cornell also has Ph.D. programs in biomedical research and education at the Weill Graduate School of Medical Sciences, and with neighboring Rockefeller University and the Sloan Kettering Institute, has established a joint MD-PhD. program for students to intensify their pursuit of the WCM triple mission of education, research, and patient care. Weill Cornell Medicine's educational mission emphasizes the importance of combining a strong foundation in the medical sciences with extensive clinical training in patient care. By promoting a true social commitment, stimulating creativity, and fostering independent thought and study, Weill Cornell Medicine continues to cultivate the best of tomorrow's leaders in the field of medicine.

Weill Cornell Medicine is an equal opportunity, affirmative action educator and employer.

We look forward to hearing from you.
<http://weill.cornell.edu>