Associate Director for Research Services

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

Weill Cornell Medicine

**Position Summary:**

We are seeking an experienced researcher to manage our library research support services, and lead their integration with the services from our Research Informatics team.

The ideal candidate will be adept at working and communicating across different groups and departments, in order to carry out the role of relationship management between Weill Cornell Medicine (WCM) researchers and the Library/Information Technology & Services (ITS). They will be comfortable setting new vision and leading change. They will have a strong understanding of research metadata management, coupled with a bioinformatics background, and understand the needs of the research community, to lead and develop the WCM Library Research Services portfolio.

The Samuel J. Wood Library and the C.V. Starr Biomedical Information Center is a academic information hub serving WCM and its affiliates. It is organizationally linked to our Information Technologies and Services department. The Wood Library collaborates closely with Research Informatics, to deliver next generation informatics solutions to WCM and to NewYork-Presbyterian Hospital. The library’s current services include bioinformatics support, research reproducibility support, scientific software license management, secure data analysis and management (Data Core), a data catalog, and a data retention archive.

The chief activities of the Associate Director for Research Services are as follows:

1. Lead the research reproducibility service

This nascent service provides training and tools to support best practices in research reproducibility, and compliance with institutional policies in research data management. The Associate Director will coordinate relevant individuals and projects between the Library, ITS, and the Research Integrity Office. The key responsibilities are requirements gathering, visioning, and oversight of a continuously developing data forensics evaluation service, primarily focusing on image forensics. The Associate Director will support the development of forensic applications, and engage in formal evaluations for the research integrity office with the Informationist for Bioinformatics and Data Integrity.

1. Oversee development and operation of the WCM Data Core

The Data Core is a mature service providing a data curation service and secure computational environments for research involving confidential data. The AD will be responsible for ongoing requirements gathering, operational oversite, and coordination of the ongoing development and maintenance of the Data Core. The AD will oversee the activities of the Data Core manager, the Library Data Core team, and ITS operational staff, ensuring that efforts continue to align with research governance needs at the institution.

The Data Core also contains the Data Catalog for monitoring data governance and projects’ operational status and a data retention archive service. The AD will have a critical role in defining the metadata management requirements and services needs for the Data Catalog and data retention archive. In coordination with research informatics, the AD will seek opportunities to expand the scope of Data Core, to offer additional data support services.

1. Support the library bioinformatics service

As a complimentary service to the WCM Applied Bioinformatics Core, the library bioinformatics service provides bioinformatics and data science consultations and training, particularly relating to selection and use of appropriate databases, and data management. The AD will ensure this service continues to meet institutional needs, and supervise the Informationist for Bioinformatics and Data Integrity in providing the effort required.

1. Oversee development and operation of the scientific software service

The library coordinates and manages provision of scientific software licenses to the faculty, staff and students. The AD will supervise the license request and provisioning operations, manage license budgeting, recommend scientific software most appropriate for the scientific community based on their needs and goals, identify new licenses to support, and coordinate vendor-supported training and workshops. The AD will also supervise support staff trained in license management, renewal, training, and support. The AD keeps the Scientific Software Hub up to date. This requires close coordination with related software delivery and training groups in ITS and Ithaca.

1. Participate in the activities of the library's senior management team

The senior management team sets priorities and strategically plans the direction of the library. The AD will work closely with the Library Director to ensure the library plays a leading research support role in the organization. The AD will work closely with the Library Director regarding the Data Core budget and other budgeting or chargeback functions that fall into the AD’s portfolio.

1. Develop new digital library services

The AD will work with the Library Director, ITS leadership and departmental stakeholders to identify opportunities for new services within the library. They will also collaborate with the WCM VIVO team to explore open-source software development to improve the library’s publication reporting services.

1. Participates in faculty leadership activities

As a faculty member, the AD will oversee programs and direct reports, and will collaborate with others from Library, ITS, and related units in a matrix organization. As needed, there will be collaboration with WCM Qatar library and ITS staff. The AD will pursue their own scholarly work and manage and mentor other faculty reports in their research, teaching, and other scholarly work. Compensation is not dependent on the successful receipt of external funding, but grant writing and supporting grant making activities of others is strongly encouraged and important for growth in this role. The AD will recruit and recommend appointments and promotions for supervised library faculty and staff, define and review responsibilities for these positions, and serve as a mentor to junior faculty. The AD will be responsible for annual staff evaluations within the research unit.

**Qualifications:**

1. PhD in data science or molecular biology. The candidate must have the ability to meet WCM requirements for appointment at the academic rank of Assistant Librarian (either an MLS or equivalent degree from an ALA accredited school or a PhD in a scientific domain of expertise), and a record of professional achievement, research, scholarship and service.
2. Demonstrated knowledge of current and emerging digital technologies and standards in support of bioinformatics, data management, and metadata, as well as experience in developing such technologies to the place where they are customer ready, and then integrating them into institutional workflow.
3. Proficiency in Python and experience in the Django web framework, or related experience, is strongly preferred as needed to translate requirements to developers, set expectations with faculty, manage relationships, and facilitate the adoption of tools by the research community.
4. Two years of postdoctoral or professional experience in bioinformatics, genomics, structured or semantic data, or data curation/data science.
5. Demonstrated excellence in interpersonal and leadership skills, strong user-service (scientist) orientation; ability to work cooperatively in a team environment.
6. Demonstrated excellence in organizational, written and oral communication skills, including the ability to present data effectively.
7. Is self-motivated and demonstrates strong initiative and ability to work independently as well as with others.
8. Demonstrated flexibility and calmness in stressful situations.
9. Possesses superior skills in problem identification, analysis and resolution. Is a systems thinker.
10. Experience participating in research, demonstrated grantsmanship, and an appropriate publication and presentation history commensurate with academic level.
11. Has a strong sense of mission and organizational commitment.

**Preferred for the Position:**

1. Leadership experience in science or software development
2. Experience with Jupyter Notebooks
3. Experience in data visualization
4. Participation in basic or clinical research with first-author papers

**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 more than 40 hours a week, off-hours and weekends during periods of heavy workload is required. Light travel between office locations, primarily within Manhattan is required. Occasional travel to affiliate locations such as Doha, Qatar, may also be necessary. Occasional meetings or clinical staff interactions in typical patient care areas may be required, though direct patient exposure is not anticipated.

**Privacy Notice:**

As part of the Senior Leadership Team 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 occasionally 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.

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 Medical College is an equal opportunity, affirmative action educator and employer.

**Application:**

Please email cover letter and curriculum vitae to Terrie R. Wheeler, Library Director, at [tew2004@med.cornell.edu](mailto:tew2004@med.cornell.edu)