Information Services Assistant

The Houston Academy of Medicine – Texas Medical Center (HAM-TMC) Library seeks an energetic Information Services Assistant. This individual will be responsible for providing reference support and service to Library clients, assisting with the consumer health programs and with other activities or functions within the Library.

Responsibilities and Duties:

- Supports clients by providing reference and research assistance using online and traditional resources
- Answers reference questions (e.g., information resources, journal locations, databases)
- Provides technical assistance to online searchers in formulating search strategies and selecting databases for specific subject disciplines
- Guides clients through the search process including the selection of the appropriate information resources
- Trains clients to search databases, navigates the web site and full text journals, and conduct research
- Assists with development of instructional course materials
- Staffs the reference desk during normal working hours, evenings, and weekends
- Responds to requests (face-to-face, phone, or email) for health information by providing an open, supportive forum for clients to express their health concerns
- Helps promote the consumer health collection and services to the public including networking with health professionals and community members, special projects, stocking information kiosks, and participating in health fairs or conferences
- Helps select information and gain copyright permission for the dissemination of consumer health materials
- Develops protocols for and responds to prisoner mail requests
- Collaborates with members of other departments to ensure client needs are met
- Provides assistance and support to librarians and staff when needed
- Completes all activities towards the fulfillment of the Library mission and strategic objectives
- Identifies ways to more effectively provide healthcare information to clients
- Other duties assigned

Qualifications:

Bachelor’s degree, with emphasis in library sciences preferred or applicable work experience with one to two years experience in a public services capacity.

Skills:

Basic knowledge of online databases including PubMed, MedlinePlus and application knowledge of basic Microsoft products a plus.
The HAM-TMC Library offers a complete benefits package which includes health, dental, life and long-term disability insurance. In addition to a comprehensive benefits package, the Library provides paid holidays, vacation, a monthly transportation subsidy and a retirement plan.

The HAM – TMC Library is an equal opportunity and affirmative action institution providing access to employment without regard to age, race, color, national origin, gender, religion, sexual orientation, veteran’s status, political affiliation, or disability.

Starting salary range: $29,000 - $32,000

**JOB CLOSING DATE – JUNE 27, 2008**

Please email CV or Resume and cover letter addressing qualifications to:
Andrea Thomas, Human Resources Specialist
Houston Academy of Medicine – Texas Medical Center Library
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