

Job Opportunity Form

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Date 5-19-06

Job title Outreach Coordinator

Salary (minimum required, range preferred) ~~40,000~~ 42,000

Job Classification

Please check the appropriate category. Visit www.mlanet.org/am/am2005/placement/ for descriptions.

- Administration Technical services
 Public services Other _____

Duties/Responsibilities

See attached

Educational Requirements

Include necessary degree(s) and discipline(s) (e.g., M.S. in library science).

MLS

Experience or Additional Requirements

JOB #
For MLA office use only

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Starting date _____
Closing date (for applications) July 31, 2006

Type of Institution

- Academic Government
 Hospital/Health agency Social service
 Information industry Other _____

MLA Academy Membership Preferred?

- Yes, required Yes, preferred No

Experience Required

Please check the required number of years of experience in a library setting.

- Entry-level position 5-7 years
 1-3 years 7+ years
 3-5 years Other _____

Will a representative be available to interview applicants during the meeting?

If no, please include instructions for applicants to contact you.

- Yes No

Post on message board
Call cell # 605-695-8480
Rm 512 Spring Hill Suites

Check all dates that a representative will be present:

- May 14 May 15 May 16 May 17
 May 18 May 19

Billing

- We are an MLA Institutional Member.

Our MLA ID# is _____

- Check made payable to MLA for \$100.00 enclosed.

- We are NOT an MLA Institutional Member.

- Check made payable to MLA for \$150.00 enclosed.

- Yes! Post this job opportunity to the MLA '05 Website at www.mlanet.org/am/am2005/placement/

- Check made payable to MLA for \$50 is enclosed.

- Please bill us. Our P.O.# is _____ (required).

Wegner Health Science Information Center

Employer's name (institution/library)

400 W 22nd St Suite 100

Address

Sionx Falls SD 57105

City, State/Province, Zip/Postal code

(605) 357-1397

Daytime telephone (include area code)

Carolyn Warrmann

Contact person

Carolyn.Warrmann@USD.edu

Email

Job location (institution/library, if different from above)



Return completed form by April 22 to:
MLA Placement Center
Medical Library Association
65 East Wacker Place • Suite 1900
Chicago, IL 60601-7298
312.419.9094 • Fax, 312.419.8950

Wegner Health Science Information Center
Job Description Outreach Coordinator

Qualifications: A Masters degree from an ALA accredited Library or Information Science program. 2 – 3 years experience in a health science or academic library. Prefer experience with instruction, outreach, or Web site management.

Position summary: The Outreach Coordinator will provide leadership and vision to identify information needs, promote Wegner Center resources, design and deliver instruction opportunities, and maintain the Center Web site.

Duties and responsibilities:

Outreach: Working with other Wegner Center librarians and staff, identify information needs of the Wegner Center partners. Identify and develop opportunities to promote the Wegner Center to the partners as well as the public. Manage consumer health information services. Manage the Wegner Center Web site. Serve as a liaison with the Programs and Services Subcommittee of the Wegner Center Board of Directors. (35%)

Instruction: Coordinate instruction services to Wegner Center partners, focusing on the academic partners. Serve on appropriate curriculum development committees at academic partner sites. Support instruction activities for other partners as needed. Participate in reference service at the desk and on the Web as needed. Develop Web-based instruction opportunities. (35%)

Fundraising: Identify and successfully apply for grant opportunities to support the instruction and outreach activities of the Center. Work with the Director to identify and successfully implement fundraising activities. (20%)

Other: Participate in professional organizations and activities. Develop and participate in activities which promote the Wegner Center with the partners and the general public. (10%)

Salary: Beginning salary is \$42,000 -