FACULTY POSITION ANNOUNCEMENT

TITLE: LIBRARIAN I
TYPE OF APPOINTMENT: PROBATIONARY
PLACE OF WORK: LIBRARY, DEANSHIP FOR ACADEMIC AFFAIRS, UPR-MSC
SALARY: ACCORDING TO THE GENERAL REMUNERATION SCALE OF THE UPR FACULTY
ISSUE DATE: NOVEMBER 10, 2023
LAST DAY TO FILE APPLICATION: DECEMBER 11, 2023
WHO QUALIFIES: ALL CANDIDATES WHO MEET THE REQUIREMENTS OF THE POSITION

REQUIREMENTS:
- Master of Library Science or Information Science from an American Library Association (ALA)-accredited institution.
- Recent experience working in information units or libraries specializing in health sciences, preferably three years or more.
- Skills in original cataloging of resources in various formats held in health sciences academic libraries.
- Knowledge of MARC 21, RDA, AACR2 formats.
- Knowledge of cataloging tools and automated systems for libraries (preferably the Horizon cataloging module).
- Knowledge of search modules for bibliographic resources, preferably "Horizon".
- Knowledge of the National Library of Medicine (NLM), Health Sciences Descriptors (DeCS), and Library of Congress (LCC) subject headings.
- Knowledge of the National Library of Medicine (NLM) Classification System.
- Ability to teach information competencies, face-to-face and remotely, according to the conceptual frameworks and guidelines of professional organizations such as the Association of College & Research Libraries (ACRL).
- Proficiency in multidisciplinary and specialized databases in all areas of the health sciences, printed and online.
- Continuous updating of skills in emerging technologies to offer information services and develop instructional materials.
- Knowledge of reference services, both face-to-face and virtual (synchronous and asynchronous).
- Knowledge and ability to create subject guides, preferably with the LibGuides tool.
- Knowledge of Open Access digital platforms and repositories.
- Skills and experience in conducting effective information searches.
- Knowledge and experience in the acquisition and management of print and digital collections.
- Knowledge of the processes of preservation, conservation, and digitization of library historical materials.
- Oral and written proficiency in Spanish and English.
- Skills for research or creative work.
- Ability to work collaboratively and independently.
- Availability to work nights and Saturdays, face-to-face and remotely, according to institutional needs.
- Willingness to participate in preparing proposals for external funds.

RESPONSIBILITIES:
- Perform original cataloging of information resources in various formats in the health sciences.
- Research and analyze data to establish personal and institutional onomastic authorities.
- Create authority records.
- Keep up-to-date on emerging trends in cataloging, identity management, and authority metadata.
- Collaborate in the quality control of the metadata of the Digital Repository on the History of Health in Puerto Rico (Libraria) and the UPR Institutional Repository.
- Oversee the digitization of health sciences historical materials, the assignment of metadata, and their incorporation into the Digital Repository on the History of Health in Puerto Rico (Libraria).
- Collaborate with the management and development of the Institutional Historical Archives of the Medical Sciences Campus.
- Design and offer information skills workshops, in person and remotely, to meet the training needs of the academic community of the Medical Sciences Campus.
• Create instructional resources to promote the development of information competencies by using emerging
technologies.
• Participate in the processes of acquisition, management, and development of the printed and digital collections
• Serve as a Liaison Librarian with one of the Medical Sciences Campus schools.
• Collaborate with faculty in evaluating the library’s collections and information services in support of academic
  programs.
• Collaborate in accreditation processes of the Medical Sciences Campus academic programs.
• Participate in the preparation of competitive proposals to obtain external funds to strengthen library and educational
  services for the campus community.

REQUIRED DOCUMENTS:
• Letter of intent stating how your experiences and knowledge qualify you for the position.
• Up-to-date Curriculum Vitae (including certificates and other appropriate evidence).
• Three (3) recent letters of recommendation from individuals aware of your professional performance in health
  sciences information units or libraries.
• Copy of thesis, dissertation, or research projects.
• UPR-MSC Job Application.
• Official academic transcripts of all universities, addressed directly to the Chair of the Personnel Committee. No
  student copies will be considered.

Attention: Dr. Victoria Delgado-Aponte
Chair of the Personnel Committee
Conrado F. Asenjo Library
Medical Sciences Campus
University of Puerto Rico
PO Box 365067
San Juan, PR 00936-5067

The deadline to receive documents is December 11, 2023.

• Send the required documents to the Chair of the Personnel Committee to the following email address:
victoria.delgado@upr.edu.
• Please include in the email's subject: Call for Applications - Librarian I.

Efraín Flores-Rivera, MLS, EdD
Interim Director
Conrado F. Asenjo Library
Medical Sciences Campus
University of Puerto Rico

Carmen L. Cadilla Vázquez, PhD
Interim Dean
Deanship for Academic Affairs
Medical Sciences Campus
University of Puerto Rico

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