POSITION VACANCY ANNOUNCEMENT

POSITION: Systematic Review Librarian

RANK: Assistant In or Associate In

REPORTS TO: Director, Systematic Review Service

SALARY: Actual salary will reflect selected professional’s experience and credentials
Minimum salary at the Assistant In rank is $54,000
Minimum salary at the Associate In rank is $62,500

REQUISITION #: 46498

DEADLINE DATE: June 14, 2019 - review of applications will begin on May 24, 2019

PLEASE NOTE: This is a time-limited position with an anticipated duration of three years. The position may be extended depending on funding.

Please note: this posting has specific instructions for the submission of application materials - see our website at http://web.uflib.ufl.edu/pers/careers.htm or the APPLICATION PROCESS section below. Failure to submit the required documents may result in the application not being considered.

JOB SUMMARY

Be part of a team with a mission to accelerate the translation of scientific discoveries and the implementation of evidence-based best practice for the purpose of improving human health. The Systematic Review Librarian is a team-oriented position engaged in interdisciplinary and multidisciplinary transformative collaboration. The position works closely with the Systematic Review Service Director in a dynamic environment to develop, manage, and promote the University’s new Systematic Review Service program, in partnership with colleagues from the Health Science Center Libraries (HSCL) and the Clinical & Translational Science Institute (CTSI) at the University of Florida. The Systematic Review Librarian provides guidelines-based support and consultations for systematic reviews and other evidence synthesis projects from protocol development to publication, using a variety of tools and methods for searching evidence, documenting and managing data for synthesis, and reporting findings. This position also provides instruction and training on systematic reviews and other forms of evidence synthesis to students, faculty, and staff. Actively engaging in outreach to potential collaborators is a key aspect of this position. The Systematic Review Librarian is a year-round (12 month) non-tenure track library faculty position expected to pursue professional development opportunities, including research, publication, and professional service activities in order to meet library-wide criteria for promotion. Both early career and accomplished experts are encouraged to apply.

The Libraries are committed to a culture of transformative collaboration and as such the Systematic Review Librarian will serve on various committees and teams and have opportunities to participate in reaching management decisions. To support all students and faculty, and foster excellence in a diverse and
collaborative society, the Libraries are actively seeking candidates who bring culturally-rich lived experiences to work with individuals of diverse backgrounds, experiences, races, ethnicities, genders, sexual orientation, and perspectives.

RESPONSIBILITIES

- Partners in the development of the service model, approach, and evaluation of UF’s new Systematic Review Service in partnership with HSCL and CTSI
- Develops collaborative partnerships with researchers through consultations and participation as a methodological expert on evidence syntheses for grants and other projects
- Actively promotes evidence synthesis across campus through promotion, outreach, and instruction
- Collaborates with library faculty and other campus methodological experts to integrate additional services and supports into projects
- Develops and provides training opportunities, including online asynchronous learning modules and tutorials, course-based instruction, events, panels, workshops, and online guides
- Investigates and integrates software and tools for putting evidence synthesis into practice
- Engages in continuous learning and improvement to maintain best practices, innovate new methods, and stay alert to new and emerging trends in evidence synthesis
- Performs scholarly research and provides service at the institutional and professional levels as related to assignment and in accordance with promotion criteria

QUALIFICATIONS

Required:

- Master’s degree in Library or Information Science from an ALA-accredited (or foreign equivalent) program, or other relevant advanced degree
- Demonstrated experience managing projects
- Demonstrated ability to engage with audiences of various sizes and knowledge levels
- Interest in, and enthusiasm for, systematic reviews or other types of evidence syntheses
- Demonstrated experience using literature databases and citation management software
- Demonstrated experience with teaching or research in an academic environment
- Initiative, flexibility and the ability to adapt to a complex, rapidly changing academic environment
- Commitment to including individuals of diverse backgrounds, experiences, races, ethnicities, gender, sexual orientation, and perspectives in research, teaching, service and other work
- Excellent oral and written communication skills
- Ability to work both independently and collaboratively with faculty, students, staff, administrators, and the general public
- Strong potential for meeting the requirements of promotion (http://www.uflib.ufl.edu/pers/cdh)

Preferred:

- Demonstrated experience using health or science information sources
- Demonstrated experience managing complex data sets

THE UNIVERSITY OF FLORIDA

The University of Florida (UF) is a major, public, comprehensive, land-grant, research university. The state’s oldest and most comprehensive university, UF is among the nation's most academically diverse public universities and won the 2018 Senator Paul Simon Award for Comprehensive Internationalization. UF was ranked 9th among public universities in Forbes’ “America’s Best Employers 2015” and 8th among “Top Public Schools” in U.S. News and World in 2018. UF has a long history of established programs in international education, research and service. In 2013 the Florida Legislature designated UF as the state’s preeminent institution which grew into an opportunity to achieve national and international recognition for the University’s work in serving students and the world. It is one of only 17 public, land-grant universities that belong to the Association of American Universities. UF traces its beginnings to a small seminary in
1853 and is now one of the largest universities in the nation, with more than 50,000 students. For more information, please consult the UF homepage at http://www.ufl.edu.

**UNIVERSITY OF FLORIDA LIBRARIES**

The libraries at the University of Florida form the largest information resource system in the state of Florida with seven libraries and three off-campus facilities. The George A. Smathers Libraries are comprised of six of the campus libraries, and all of the off-site facilities. The only library outside of this system is Lawton Chiles Legal Information Center at the Levin College of Law. The libraries hold over 6 million print volumes, 8.1 microfilms, 1.5 million e-books, 145,000 full-text electronic journals, over 1000 electronic databases, 1.3 million documents and 1.4 million maps and images. The libraries maintain partnerships and engages in a variety of collaborative, international projects while engaging with the UF community.

The UF Libraries have built a number of nationally significant research collections, including the Latin American, Judaica, Florida History, Children’s Literature, and Maps and Imagery collections. We are a member of the Association of Research Libraries (ARL) and other regional library consortia. The library staff consists of more than 300 FTE librarians, technical/clerical staff and student assistants.

The George A. Smathers Libraries are strong advocates for inclusion and intellectual freedom. The Libraries’ commitment to both is articulated in the Inclusion Statement and Intellectual Freedom Statement, both of which are posted at http://cms.uflib.ufl.edu/InclusionAndIntellectualFreedom.

**HEALTH SCIENCE CENTER LIBRARIES**

The Health Science Center (HSC) Libraries constitute one of the largest health sciences library systems in the Southeast. With libraries located in Gainesville and on the University of Florida Health Science Center Jacksonville campus (Borland Library), the HSC Libraries provide services and programs to support UFHealth, which includes the Colleges of Dentistry, Medicine, Nursing, Pharmacy, Public Health and Health Professions, and Veterinary Medicine, as well as the Clinical and Translational Science Institute; the Emerging Pathogens Institute; the Genetics Institute; the Institute on Aging; the Institute for Child and Health Policy; and the McKnight Brain Institute. The HSC Libraries are committed to an inclusive, diverse, and just environment.

**CLINICAL AND TRANSLATIONAL SCIENCE INSTITUTE**

The University of Florida Clinical and Translational Science Institute serves as a catalytic hub connecting resources, people and ideas across UF’s 16 colleges, the state and the national Clinical and Translational Science Awards (CTSA) consortium. The CTSI’s mission is to improve human health by accelerating the translation of scientific discoveries and the implementation of evidence-based best practices for the diagnosis, treatment, prevention and cure of human disease. The CTSI performs three central functions: 1) transforms and continuously improves the research environment by developing new capabilities for research and translation to practice; 2) delivers high-quality and efficient services and resources for translational research; and 3) cultivates a strong translational workforce.

**Systematic Review Service Line:** To facilitate production of more high quality systematic reviews from the University of Florida, a new Systematic Review service line was created within the Clinical and Translational Science Institute (CTSI) in partnership with the Health Science Center Libraries. The Systematic Review service line will partner with existing CTSI service lines, namely the Biostatistics, Epidemiology, and Research Design Program (BERD) to ensure quality methods are used throughout the systematic review and meta-analytic process. The Systematic Review service line team will provide walk-in consultations and consultations by appointment for faculty, students, and staff with basic systematic review questions. The Systematic Review service line will be staffed by the director, also the HSCL director, and one faculty member, the Systematic Review Librarian, with room for growth as services expand.

**COMMUNITY**

Gainesville, Florida and the surrounding community are home to approximately 257,000 people and both the University of Florida and Santa Fe College. The city is surrounded by over 40 nature parks, including
many spring-fed lakes and rivers, with many paved and unpaved trails for recreation and is situated just over an hour from the Gulf of Mexico and the Atlantic Ocean. Gainesville is known as an award-winning and innovative city friendly to both professionals and families. The Guide to Greater Gainesville combines award winning photography and compelling articles that capture all of the reasons for calling Gainesville your next home. The area has numerous cultural institutions and is a haven for sports fans. Jacksonville, Orlando, Tampa, Tallahassee, and St. Augustine are all within a two-hour drive. Gainesville is an affordable city and area to live in – using a cost of living calculator you can compare cities across the United States. See how affordable Gainesville really is!

**BENEFITS**

Vacation days, paid holidays, and sick leave days; retirement plan options; insurance benefits; tuition fee waiver program; no state or local income tax. Prospective employees should review the information about employment and benefits at UF available at [http://hr.ufl.edu/benefits/](http://hr.ufl.edu/benefits/). UF offers a comprehensive new online benefits tool called **ALEX** to help employees and prospective employees review benefit choices at UF.

**APPLICATION PROCESS**

To apply, submit
- a cover letter detailing your interest in and qualifications for this position
- a written statement describing the importance of librarians’ core skills and competencies in the delivery of quality systematic reviews (250 words)
- your current resume or CV
- a list of three references including their contact information (telephone number and email address)

Apply by June 14 (applications will be reviewed beginning May 24, 2019). Submit all application materials through the Jobs at UF online application system at **Requisition 46498**. Failure to submit the required documents may result in the application not being considered. If you have any questions or concerns about this process please contact Bonnie Smith, George A. Smathers Libraries Human Resources Office, at bonniesmith@ufl.edu.

Final candidate will be required to provide official transcript to the hiring department upon hire. A transcript is not considered “official” if a designation of “Issued to Student” is visible. Degrees earned from an education institution outside of the United States are required to be evaluated by a professional credentialing service provider approved by the National Association of Credential Evaluation Services (NACES).

**AFFIRMATIVE ACTION/EEO**

The University of Florida is an Affirmative Action, Equal Opportunity Employer and encourages applications from women and minority group members. We are dedicated to the goal of building a culturally diverse and pluralistic environment; we strongly encourage applications from women, members of underrepresented groups, individuals with disabilities, and veterans. As part of the application process, applicants are invited to complete an on-line confidential and voluntary demographic self-disclosure form which can be found at: [http://hr.ufl.edu/data-card/](http://hr.ufl.edu/data-card/). This information is collected by the University of Florida's Office of Human Resources to track applicant trends and is in no way considered by the Smathers Libraries in the selection process.