

Research & Education Intern

Duke University Medical Center Library & Archives

AVAILABLE: *Summer or Fall 2018*

GENERAL DESCRIPTION

The Research & Education Department of the Duke University Medical Center Library provides reference and research services, classes, consultations, and systematic review services for organizations and individuals within Duke Health. The Research & Education Intern will support all areas of the department, such as reference, research, instruction, consultations, and systematic review searches. The Intern will gain experience in a progressive academic health sciences environment and will develop practical skills in health sciences and academic librarianship.

SPECIFIC RESPONSIBILITIES

- Assist patrons via chat, email, service desk
- Create and manage EndNote libraries
- Compile analytics on Duke authors
- Develop and update database searches for systematic reviews and other research projects within PubMed, Embase, Web of Science, Scopus, PsycINFO and more
- Maintain Library guides and Web pages
- Capture data on library activities
- Assist with teaching classes in graduate programs
- Contribute to Library's blog
- Create or revise Web-based tutorials
- Pull articles
- Contribute to service improvement initiatives
- Contribute to other projects as needed

TIME COMMITMENT

20 hours/week

1 year with potential to extend

Hours are flexible, but they must take place between 8am and 6pm

QUALIFICATIONS

Must be a Master's degree or PhD student in Library/Information Science or Public Health graduate program. Preference for students who have completed at least one semester of coursework and are comfortable with database searching (i.e., controlled vocabularies and Boolean operators). Internships may be completed as field experiences for credit or as not-for-credit experiences.

TO APPLY

Please send cover letter, CV, and three references to: Emily Mazure, Biomedical Research Liaison Librarian at emily.mazure@duke.edu.

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[Tools for Biomedical Researchers](#)