



JOB POSTING

SR. ASSOCIATE, RESEARCH ECONOMICS, RESEARCH & ANALYTICS

The **Sr. Associate, Research** is accountable to the Manager, Research and Environmental Scanning for maintaining collection, conducting environmental scanning and research. The Research Associate is responsible for producing a number of customized subject focused environmental scanning reports. The Sr. Research Associate is required to collaborate with team members in conducting research requests and in the maintenance of departmental collections and database records.

RESPONSIBILITIES AND DUTIES

- Conduct regular environmental scanning scheduled searches on selected topics. The process involves assessing quality, timeliness of information and authority of sources.
- Update existing Portal research guides under the guidance of Research Analyst using HTML and CSS.
- Daily posting of health news highlights using Sharepoint.
- Provide research services to staff, OMA elected officials, physician members, stakeholders and the public under the direction of Manager.
- Participate in all types of technical services but not limited to cataloguing, indexing, database management.
- Perform quality control of records in in-house databases by ensuring links are up-to-date, records are complete and all attachments are working and present.
- Assist with interlibrary loans and document delivery.
- Perform inventory weeding and shelving work as required.
- Provide backup coverage for other members of the Research Group as needed.

EDUCATION: 2-year technician diploma from a recognized institution in Library and Information Sciences **AND** a 4-year bachelor-level University Degree or 2-3 years of related work experience

EXPERIENCE/QUALIFICATIONS:

- Proficiency in HTML and CSS.
- Experience in InMagic Presto/Genie an asset.
- Indexing / Cataloguing / Classification using MeSH, NLM, Library of Congress Subject headings.
- Experience working in a special or health library an asset.
- Understanding of AACR2 and RDA cataloguing standards.
- Technical knowledge of library operating modules (cataloguing, circulation, interlibrary, serials)
- Thorough understanding of information sources and ability to analyze information based on authority, quality and timeliness of information.
- Must be detail-oriented and demonstrates strong written and verbal communication skills.
- Excellence in organizational and analytical skills.

Resumes, including salary expectations, should be forwarded to hr@oma.org We regret that only those selected for an interview will be contacted.

Ontario Medical Association is an equal opportunity employer. We will accommodate your needs under the Ontario Human Rights Code.