



Information Sheet: Assistant Director for Research and Data Education

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Welcome

We’re so glad you are interested in the Assistant Director for Research and Data Education position at the Indiana University School of Medicine Ruth Lilly Medical Library (RLML).

To view the complete job posting IUSM-02122-2024 and apply to the position, see this link: <https://indiana.peopleadmin.com/postings/26715>

Date job posted: November 27, 2024

Date for first consideration: January 27, 2025

Meet the team

The [Ruth Lilly Medical Library](#) serves the Indiana University School of Medicine with over 60 academic departments and over [1,400 medical students](#). Our physical building is in Indianapolis, on the IU Indianapolis campus. We look forward to the new health sciences [education building](#) which will contain an additional library space, opening in 2025.

The school has [nine campuses](#) throughout the state with undergraduate medical students, faculty, residents and fellows, and staff. We utilize a [liaison model](#) of librarianship to serve both campuses and departments across the state. We travel to our individual campuses several times a year to deliver integrated Evidence-based Medicine instruction.

Our [library's values](#) guide our daily work experiences, and build upon the School's [core values](#).

While candidates will have an opportunity to meet with all RLML faculty and staff as they move through the interview process, we wanted to introduce a few people who will be working directly with the Assistant Director. Meet Hannah, Mirian, Levi, Amy, and Gabe.

RLML Research Team



Hannah Craven Hello! I am the Scholarly Communications Librarian at RLML. I earned a Bachelor of Arts in both Integrative Physiology and Psychology from the University of Colorado Boulder (2012), and a Master's in Library and Information Science from the University of Denver (2018). My prior experience as a laboratory manager has given me a unique perspective on medical librarianship. I enjoy supporting IUSM students, faculty, residents, fellows, and staff in every stage of Scholarly Communication, from the beginning of the research lifecycle to the promotion of published works and scholarly online presence. I am eager to promote the [IUSM collections](#) in our institutional repository every chance I get, while maintaining it at an administrator level. Some of my areas of interest include evidence synthesis searching, copyright and creative commons, and accessibility and inclusivity initiatives.



Levi Dolan Hi, I am the Data Services Librarian at the Ruth Lilly Medical Library. I came here from the National Library of Medicine as a fellow in 2021 and transitioned into a faculty position in 2022. In practice, my job involves researcher-level support through things like consultation, instruction, and connections to other institutional groups and services. It also involves grassroots-level relationship-building with other people in data-related roles, as well as developing top-down institutional policies and guidance (with many of those same people). Strategic thinking is important in an area where emerging technologies and funder policies are bringing huge changes to the research data landscape; I find that part of the job to be enjoyable and challenging. Many of the highlights of my time here so far are collaborations with either the rest of the Research Team at RLML, or the other data librarians in the IU system.



Mirian Ramirez Greetings! I am the Research Metrics Librarian at RLML. The biggest motivation in my job is connecting researchers with information that they need. Bibliometrics research has a growing interest not only from the library field but from other disciplines and this is an opportunity to promote discovery, follow new developments and efficiently deliver research metrics information to support research impact. I have a strong interest in developing and gaining experience in bibliometrics topics and tools as well as promoting understanding of bibliometrics and contributing to the bibliometrics community.

During my professional work, I have been exposed to a wide variety of career opportunities available in the field of library science. For over ten years I worked in library positions that involved business, economics, and social science information resources, including the Library of the United Nations Economic Commission for Latin America and the Caribbean (ECLAC), in Santiago, Chile, where I was responsible for collection development and the library training program. I joined the team at the Ruth Lilly Medical Library as a Research Metrics Librarian, where I investigate and provide researcher support for the analysis, use, and emerging applications of scholarly research impact metrics.

RLML Administrative Team

Amy Blevins As the Associate Director for Public Services, I oversee our front facing services: Research services, Access Services, and Education services. I lead a team of library faculty and staff in support of the education, research, clinical translation, interprofessional education, and population health initiatives of the Indiana University School of Medicine (IUSM). I am also responsible for developing and implementing strategies to improve curricular integration and support for the nine IUSM centers around the state along with my colleagues at the Ruth Lilly Medical Library.



In addition, I served as the Evidence Based Thread Leader for IUSM and worked with a team of medical educators to design and oversee learning objectives related to biostatistics, critical appraisal, scientific method, public health, and clinical informatics across all four years of our undergraduate medical education program. I am currently a statewide course director for two required medical student courses, Health Systems Science 1 and 2. My career focus has always centered around evidence-based practice, instruction, and leadership.

I have a strong focus on serving our profession and am finishing my term as the past-president of the Medical Library Association. In addition, I serve on the steering committee for the Critical Appraisal Institute for Health Sciences Librarians (CAIFL), and the Evidence-Based Practice for Health Science Librarians: An Introductory Workshop. I was a National Library of Medicine/Association of Academic Health Sciences Libraries (AAHSL) Leadership Fellow in the 2018/2019 cohort and have served on several AAHSL Committees.



Gabe Rios I serve as the director of the Ruth Lilly Medical Library. I lead a dedicated team of librarians and staff who collaborate with faculty, staff, and students to meet their curricular, research, and clinical information needs.

With over 30 years of experience in administrative roles of increasing responsibility, I have worked in various areas of librarianship, including leadership, planning, evaluation, management, organizational dynamics, research services, medical education, team building, health literacy, and information technology. In my current position, I provide strategic leadership and vision for the medical library, always seeking new

collaborations and partnerships both locally and nationally. I work closely with my teams to secure the resources necessary to support the mission of the IU School of Medicine.

At the university level, I chair the IUSM Information Management Advisory Board for Research Affairs and am a member of the Institutional Animal Care and Use Committee (IACUC). Beyond the university, I serve on the Executive Board of the Association of Academic Health Sciences Libraries (AAHSL), the Mentoring Committee for the Academic Libraries of Indiana (ALI), and I am an associate editor for the Journal of Learning Health Systems. Additionally, I am a leadership mentor for the National Library of Medicine/AAHSL for the class of 2023-2024 and continue to share my leadership knowledge by co-teaching continuing education classes nationally.

I earned my BA in anthropology from the University of Texas at San Antonio and my MLIS from the University of Texas at Austin.

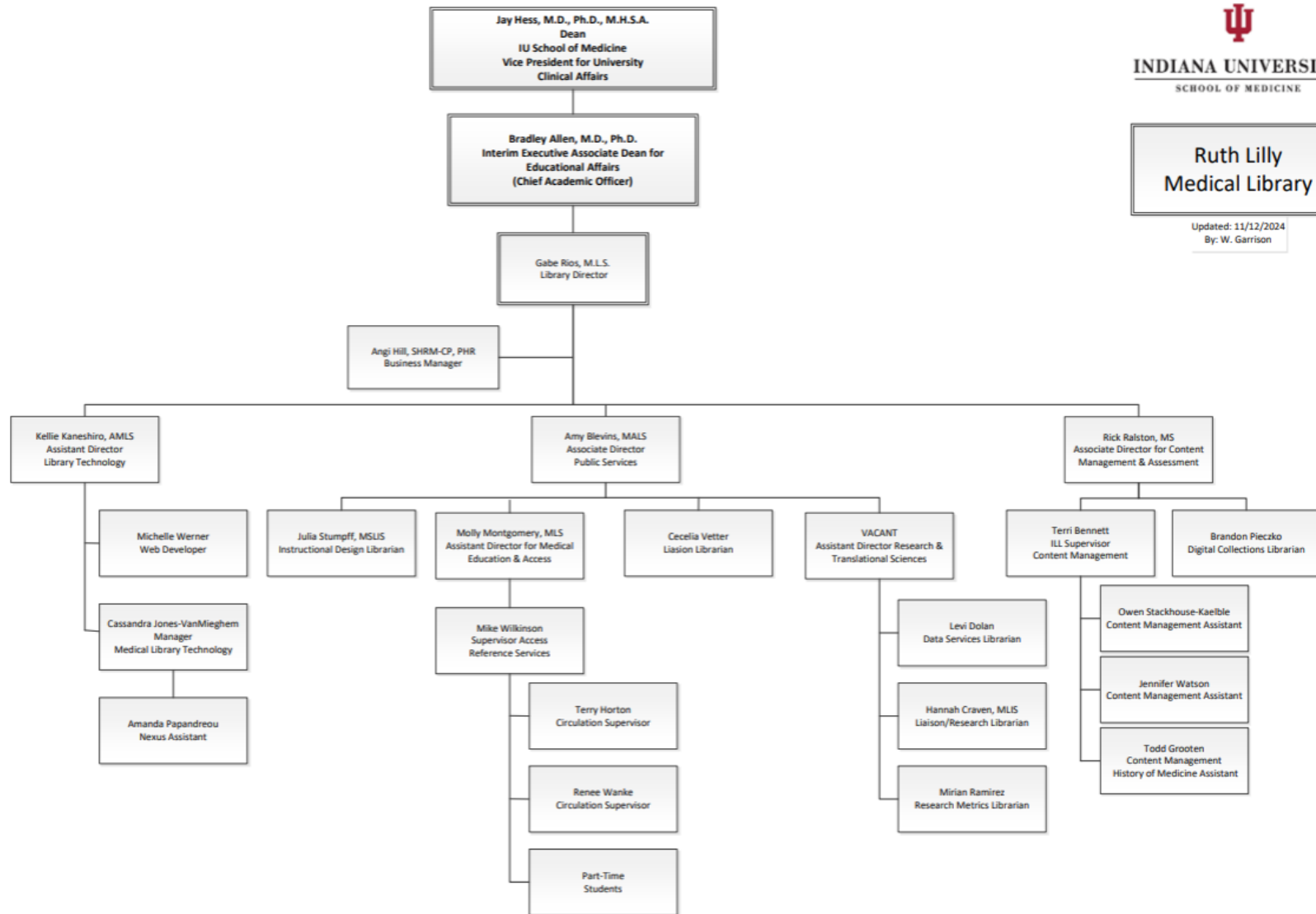


Ruth Lilly Medical Library Organizational Chart



**Ruth Lilly
Medical Library**

Updated: 11/12/2024
By: W. Garrison





Benefits & Professional Development

Flexible work schedule

At this time, our librarians can choose to **work from home up to two days per week**. We can also choose our work schedule as long as it takes place between the hours of 7am and 6pm with exceptions discussed with our supervisor. As faculty, we are expected to work the number of hours necessary to fulfill our duties, with the minimum expectation being an average of 40 hours each week.

Selected IU Benefits

There are many great benefits for faculty at IU Indianapolis. You can see a complete and detailed list from [IU Human resources](#).

Here are some highlights of our benefits:

- 22 vacation days annually, plus [university holidays](#). See [Leaves of Academic Appointees](#) for more information on types of leave.
- Automatic 10% contribution to your retirement plan from the university each pay period
- If enrolled in the Anthem PPO High Deductible Health Plan, IU currently contributes \$1,300 or \$2,600 (based on elected level of coverage) each year in your Health Savings Account.
- [Tuition benefit](#) for you or your dependents.
- [Moving expenses](#) associated with the transportation of household goods and personal effects from prior residence to the new residence. Costs up to \$10,000 pre-tax will be reviewed for consideration.

There are also many free programs offered on campus and virtually from [Healthy IU](#), including access to free one-on-one [consultations with a nutritionist](#). Many of us enjoy participating in Healthy IU programs frequently.

Professional development funding

Our library recognizes the importance of professional development and continuing education opportunities. In addition to development and training provided in house by IUSM and IU, allocation of funds for professional development occurs each fiscal year (July-June). All travel should follow the guidelines of the [IU Travel policy](#). Here are guidelines for the process and reimbursement:

- For fiscal year 2024-2025 (July 1 – June 30): Faculty may use \$4000. This will be updated each year.
- In addition to the \$4000 for each FY, **faculty receive funds for membership** to one national, one regional, and one state professional organization.

Promotion & Tenure for Librarians

As librarians on the Indiana University Indianapolis campus, our Promotion & Tenure process is via the IU Indianapolis Library Faculty governance. A librarian submitting their dossier for promotion to Associate Librarian must be excellent in job performance, beyond satisfactory in their secondary area, and satisfactory in their tertiary area (Professional Development or Service). A librarian submitting their dossier for promotion to Full Librarian must be excellent in job performance and their secondary area, and satisfactory in their tertiary area. See our [Librarian P&T standards](#) for additional details on the process.

The RLML annual review process is derived from the P&T standards, and all librarians are set on a path to success after completing annual reviews and a formative third year review.

Hiring process and timeline

Below is an anticipated schedule for the Assistant Director for Research and Data Education search process. Please note that the dates are approximate and are subject to change.

January 28, 2025: applicant review begins.

Mid-February - early March: The search committee conducts the first-round interviews (via Zoom).

Early March: After interviewing first-round applicants, the search committee recommends finalists to invite for final interviews.

Mid-March: Final interviews consist of several interviews and information sessions, along with a candidate presentation on a topic provided by the search committee. Presentations are open to the department and other interested parties on campus.

Late March: The search committee solicits feedback on the finalists from all involved in the interview process. The search committee will provide a summary and make a recommendation to the director.

Early April: The director will contact the selected candidate with an offer.

Mid-April: The selected candidate responds to the offer, indicating their acceptance, negotiating, or declining the offer

Start date likely Summer 2025: Variable, depending on candidate and organizational needs

Final interview day

Our in-person interviews for faculty librarians include a dinner followed by a full day of meetings. During your full day interview, you will deliver a presentation, have lunch with external stakeholders, and meet with the following people:

- Search Committee
- RLML Research Team
- All library staff
- External stakeholders
- Amy Blevins, Associate Director for Public Services
- Gabe Rios, RLML Director
- Angi Hill, RLML Business Manager

Additional information

Questions about the position or application materials are welcomed. Please reach out to Rick Ralston, Search Committee Chair (rralston@iu.edu) at any point of the application process.

Find your community

Indiana University Indianapolis has many [faculty affinity groups](#) created with a focus on matters of social justice and institutional accountability. Find your community with groups' events, meetings, listservs, and more!

Living in Indianapolis

[Indianapolis](#), the capital and most populous city in the state, has a sophisticated blend of charm and culture with a wonderful balance of business and leisure. The growing

residential base is supported by rich amenities and quality of life – the city possesses a variety of professional sports, arts venues, and outdoor recreation areas. Residents of this dynamic city, and surrounding suburbs, enjoy leading educational systems and top-ranked universities, paired with a diverse population. Indianapolis International Airport is conveniently located and consistently ranked “[best midsize airport](#)” in North America.

RLML employees live in many neighborhoods in and around Indianapolis. You can settle in the city, suburbs, or rural living to suit your lifestyle. Some of us live where we can enjoy walking, or using public transit, to commute to work. Others drive from their homes and park on campus.

There are many resources available to learn about what it is like to live in Indianapolis. Here are a few to get started:

- [IUSM Relocating Resources](#)
- [Life in Indy](#)

We welcome your questions about living in the area, and [exploring every corner of Indiana](#). We want to ensure your work and broader community align with your lifestyle and needs.

Credit

This information sheet was inspired by:

Weinfurter EV, Aspinall E, McGuire L. Inclusive hiring: Making it part of everyone’s everyday work. Paper presented at: Midwest Medical Library Association Annual Conference. October 9-11, 2024. Virtual. <https://osf.io/qzu8n/>