



## **BMET Library Assistant, Part-Time**

Engineering World Health is a dynamic global nonprofit organization based in Durham, North Carolina. Our mission is *to inspire, educate, and empower the biomedical engineering community to improve healthcare delivery around the world.*

### **Position Description**

**Overview:** The BMET Library Assistant will work closely with the BMET Library Manager to update, expand and maintain [EWH's BMET Library](#).

EWH's BMET Library, which can be accessed at <http://library.ewh.org>, is now in its sixth year of operation and hosts over 3,700 open-source books, training guides, equipment manuals, and other resources, primarily targeted toward supporting biomedical equipment technicians in low-resource environments. Use of this critical free resource rose significantly during the COVID-19 pandemic, growing from 1,700 users in 2019 to 5,982 users around the world in 2021. We are on track to reach 15,000 users in 2022 with over 50 new items added to the Library per month.

EWH is currently seeking a BMET Library Assistant to support the BMET Library Manager with an exciting project to transition the Library to a new platform and significantly expand its reach and resources.

**Reports To:** BMET Library Manager

### **Job Duties and Responsibilities:**

- Assist the BMET Library Manager in planning for future growth of the BMET Library
  - Assist in expanding the collection
  - Source and create new material for the BMET Library including but not limited to equipment teardowns
  - Assist with sorting content submissions
  - Ensure the Library is functional by eliminating duplicate submissions
  - Rename files to “human readable” formats
- Assist the BMET Library Manager in assessment of our system and structure in preparation for migration to a new platform
  - Learn the steps of the cataloging process for our database
  - Assist the BMET Library Manager in mapping the BMET Library terms to taxonomy as needed
  - Build any new sections or headers that are needed to accommodate BMET Library Materials
- Additional tasks related to the BMET Library as needed



**General Requirements:**

- Pursuing a Bachelor's degree from an accredited university with related experience in biomedical, mechanical, or electrical engineering
- Ability to work independently and proactively
- Excellent written and verbal communication skills
- Strong Microsoft Office Suite and Google Workspace skills
- Excellent attention to detail
- Interest or experience in biomedical sciences or library science is a plus

**Additional Information:**

This is a part-time, 6-month contracted position. The selected candidate will be expected to work 20 hours per month and will be paid \$25 hourly. Schedule and work location are flexible. While EWH is headquartered in Durham, NC, this is a 100% remote telework position.

To apply, please upload your resume and cover letter on the [application form](#). Please send any other questions to [info@ewh.org](mailto:info@ewh.org). Applications open until the position is filled with a projected start date of 1/16/2023.

*Engineering World Health has a commitment to diversity in its leadership, staff, and partners. It is actively seeking a diverse pool of candidates in this search, including but not limited to age, race, ethnicity, class, national origin, sexual orientation, gender identity, disability, and religion.*