

eLibrary Co-Op

Remote Position:

20 hours per week

Reports to:

Betty Edwards

General Scope and Summary

Sage Therapeutics is searching for a creative and resourceful individual as our eLibrary Co-op. This person will perform a key role in supporting the Digital & Enterprise Capabilities department and will be a critical part of the team's success. The Co-Op will gain real world experience in an innovative biopharmaceutical company committed to developing novel therapies with the potential to transform the lives of people with debilitating disorders of the brain.

Roles and Responsibilities

- Develop expertise with various online databases such as Embase, ScienceDirect, and Scopus to assist employees with research.
- Participate in user instruction on specific platforms.
- Ensure and track seat access to information products is current per contract terms.
- Maintain and update database of licensed users.
- Create and maintain distribution lists for electronic resources.
- Be assigned to work on special interdepartmental projects such as data mining and data extraction from scientific literature in support of Sage's business.
- Assist with development of the eLibrary business and scientific knowledge portal and maintain and update content.
- Coordinate with appropriate individuals and departments to facilitate introduction to eLibrary resources and promote and market services to stakeholders.
- Assist the Digital & Enterprise Capabilities (DEC) team with system implementations.
- Provide additional support to Manager as needed.



Experience, Education and Specialized Knowledge and Skills

Must thrive working in a fast-paced, innovative environment while remaining flexible, proactive, resourceful, and efficient. Excellent interpersonal skills, and ability to develop key relationships with stakeholders. Ability to analyze issues to develop relevant and realistic plans and make recommendations. Excellent analytical skills to resolve issues and mitigate risks.

Basic Qualifications

- Bachelor's degree required
- Enrollment in an ALA-accredited Library and Information Science Master's degree program.

Preferred Qualifications

- Aptitude and interest in the biopharmaceutical and life sciences industry.
- Familiarity with library information systems.
- Ability to maintain a high degree of confidentiality.
- Excellent problem solving/judgment skills, strong organizational and analytical skills, and a high level of attention to detail, accuracy, and follow-through.
- Ability to work under pressure to prioritize multiple tasks and meet all deadlines.
- Excellent communication skills (verbal and written) with the ability to communicate with all levels of the organization as well as with external partners and vendors.
- Strong team player with a customer service / solution-oriented approach.
- Core Values Embracement: Put People First, Improve Lives, Cultivate Curiosity, Do Right, Forge New Pathways.



Betty Edwards | Senior Manager, Business & Scientific Literature

Digital and Enterprise Capabilities (DEC)

Sage Therapeutics | 215 First Street, Cambridge, MA 02142

617-475-7439 | betty.edwards@sagerx.com | www.sagerx.com