Module 11: Introduction and Learning Objectives

Module 11: Information Science Careers

Learning Objectives

1. Identify and describe key roles in the field of information science and the responsibilities and skills required for these career paths.
2. Recognize the different sectors where information science professionals work, including libraries, museums, healthcare, businesses, and government organizations.
3. Demonstrate knowledge of the essential elements of an effective resume, including how to format and structure it for clarity and professionalism.

To-Do List

1. Read the module overview below.
2. Watch the module lecture or review the transcript.
3. Complete the Create and Share Your Resume activity.
4. Complete the Create Your Own Final Exam Question activity.

Overview

Information Science is a diverse discipline. This creates many exciting opportunities for you as a graduate with a background in information science. To give you an idea of the possibilities, this week

we will focus on careers, looking at some of the types of positions that are available and developing a professional resume that we could use when applying for these jobs.

Information science careers often blend research, technology, and public service. Professionals tackle issues like digital preservation, web metrics, literacy programs, and social studies of information. Roles can range from maintaining community archives to analyzing algorithms that drive search engines and social media. Here is just a brief sample of some major types of careers in our discipline:

- **Librarian:** These professionals are responsible for managing and organizing library resources, assisting patrons with research, and providing access to books, digital materials, and archives. Librarians also develop literacy programs and help integrate AI tools in library services.

- **Data Scientist:** These professionals analyze and interpret complex datasets to help organizations make informed decisions. Data scientists use programming, statistical methods, and machine learning to extract insights and visualize information.

- **Digital Archivist**: These professionals preserve and manage digital records and collections for institutions like museums, universities, and corporations. They ensure long-term access to electronic records by using advanced storage and retrieval systems.

- **User Experience (UX) Designer:** These professionals focus on enhancing the usability and accessibility of digital tools, software, or websites. UX designers conduct user research, create prototypes, and work to improve how users interact with technology.

- **Search Engine Optimization (SEO) Analyst:** These professionals improve website visibility on search engines by analyzing site performance, developing keyword strategies, and optimizing content. SEO analysts combine technical knowledge with marketing insights.

- **Database Administrator:** These professionals manage and maintain databases to ensure data is stored securely and can be accessed efficiently. They also design and implement database systems to meet organizational needs.

To learn more about current job opportunities in information science, check out the job sites for the **Association for Information Science and Technology** ⤷ **(https://asist-jobs.careerwebsite.com/home/index.cfm?site_id=180)** .

To secure a position in the field of information science, it is essential to present yourself and your qualifications in a polished and professional manner. This begins with crafting a high-quality resume that effectively showcases your skills, education, and accomplishments. Your resume should be tailored to the specific role you are applying for, highlighting relevant experience, technical proficiencies, and certifications.

For roles in information science, it's important to emphasize your expertise in areas like data analysis, information architecture, or digital curation, as well as familiarity with industry tools such as

database management systems, programming languages, or content management platforms. Including quantifiable achievements—such as implementing a system that improved data retrieval efficiency by a measurable percentage—can make your resume stand out. Additionally, your resume should have a clear and professional layout. Use bullet points for readability, ensure proper grammar and spelling, and avoid clutter. Don't forget to include a concise summary or objective statement that aligns with the job description, demonstrating your passion and suitability for the role. Some more guidance for creating a quality resume can be found on the **Building the Resume** ⇥ **(https://ischool.sjsu.edu/post/building-resume)** website from San Jose State University.