



JOB DESCRIPTION

POSITION TITLE:	Associate University Librarian – Research & Graduate Studies
DEPARTMENT:	Libraries
POSITION NUMBER:	PL4062
BARGAINING UNIT:	Excluded
TERM OF CONTRACT:	3-year Appointment

General Description:

The ASSOCIATE UNIVERSITY LIBRARIAN, RESEARCH & GRADUATE STUDIES is a member of the Library's senior management team and reports directly to the UNIVERSITY LIBRARIAN. As member of the Library Administration Team (LAT), he/she works to provide strategic leadership and management and participates in the development, establishment and application of programs, policies and procedures. The incumbent is responsible for the development, coordination, coherence and efficiency of the Library's user services and projects in support of research and graduate studies; for the leadership, evaluation, development, administration and management of Interlibrary loans, the Vanier Library, including Access Services (Vanier), for the graduate student experience and library program.

Duties and Responsibilities:

Under the guidance of the UNIVERSITY LIBRARIAN, working closely with other senior library staff and with other University departments as appropriate:

1. Oversees, plans, administers and leads the operations of the Interlibrary Loans department and the Vanier Library.
2. In collaboration with other LAT and Library Management Team members, librarians and support staff, plans, develops, promotes, assesses and coordinates library services, both in-presence and online, in support of research activities and graduate studies according to the needs of the faculties, academic departments and other stakeholders.
3. Proactively manages library operations and plans with the University and the Library's strategic priorities, goals and objectives. This entails working with librarians, support staff, faculty and students to identify library users' needs and ensure appropriate service standards and priorities are met.
4. Recruits, supervises and evaluates unit heads, librarians and support staff.
5. Supervises and evaluates librarians and provides them with professional development opportunities, motivation & leadership. Ensures librarians and support staff under his/her supervision have the

appropriate skills and resources to perform their tasks; promotes a positive work environment.

6. Routinely reviews the policies and procedures relating to library services and ensures they are updated and appropriate. Prepares position statements, proposals, budget requests, reports, and other documents as appropriate.
7. Develops and implements services and projects supporting research and graduate studies' needs and activities, in collaboration with the Office of Research and the School of Graduate Studies.
8. Actively engages with faculty, graduate students and the wider Concordia community to ensure that library services are responsive to user needs; and ensures coordination across the library system.
9. Is a member of the Library Administration Team and participates in other library committees, taskforces and working groups as appropriate.
10. Represents the University and the Library on appropriate committees and at external and internal professional meetings, fundraising events, etc. Acts as delegate for the University Librarian on University committees or other bodies on request.
11. Participates in operational functions and undertakes special projects or other duties as required.

Qualifications:

Master's Degree from a library school accredited by the American Library Association, or approved equivalent training acceptable for membership in the Corporation of Professional Librarians of Quebec. Another graduate degree from another discipline is an asset.

Minimum seven years of professional experience in library services (preferably academic) with a minimum of two years in a managerial position.

Record of publications demonstrating successful research activities.

Strong user services orientation and an understanding of contemporary academic library service design and delivery.

Excellent project management skills and a record of successful project management.

Problem-solving skills; ability to think conceptually and analytically.

Familiarity and experience with the research life cycle (grant proposals, conducting research activities, writing research publications, research data management, etc.).

Familiarity with current technology trends in information systems and the technology expectations of students, other users, and staff.

Familiarity with trends in higher education and scholarly communications.

Demonstrated ability to lead and manage librarians and support staff, preferably in a unionized environment.

Ability to work with Concordia's teaching faculty and other senior administrators; ability to represent the Library on campus and externally.

Ability to work effectively in a rapidly changing environment.

Excellent interpersonal, presentation and communications skills in English; French language skills is highly desirable.

Approved: {Guylaine Beaudry}

Date: February 22, 2017