JOB DESCRIPTION

<table>
<thead>
<tr>
<th>POSITION TITLE:</th>
<th>Reference &amp; Subject Librarian</th>
</tr>
</thead>
<tbody>
<tr>
<td>DEPARTMENT:</td>
<td>Concordia University Libraries</td>
</tr>
<tr>
<td>POSITION NUMBER:</td>
<td>PL3250</td>
</tr>
<tr>
<td>BARGAINING UNIT:</td>
<td>CUFA</td>
</tr>
<tr>
<td>STATUS:</td>
<td>TENURE-TRACK</td>
</tr>
</tbody>
</table>

GENERAL DESCRIPTION:

The Reference & Subject Librarian is a member of the Libraries professional team, reporting to the Associate University Librarian, Research and Graduate Studies, or her delegate.

The incumbent works collaboratively with faculty, staff and other librarians to develop, deliver, promote and evaluate library services to students, faculty and others in support of teaching and research activities, and of library objectives, particularly relating to the sciences.

RESPONSIBILITIES:

1. Liaises with assigned academic departments.
2. Develops a thorough familiarity with the information resources, and with the university’s curricular and research needs, in the assigned subject areas.
3. Provides in-depth reference assistance to individuals and small groups.
4. Prepares and delivers instruction to groups or classes.
5. Develops tools for the effective use of resources.
6. Participates in collection evaluation, development and management, in consultation with faculty, librarians, and the Associate University Librarian, Collection Services, as required.
7. Undertakes or contributes to special projects as assigned.
8. Participates in the evaluation and promotion of library services.
9. Participates in Library and University committees and working groups.
10. Performs other duties as assigned.

**QUALIFICATIONS:**

A graduate degree from a library school accredited by the American Library Association, or approved equivalent education and training acceptable for membership in the Corporation of Professional Librarians of Québec.

An undergraduate degree in the sciences. Professional experience in an academic library, or other relevant experience.

Ability to organize and to conduct instructional activities for individuals and groups.

Familiarity with reference resources, services and electronic information systems.

Familiarity with trends in university education and academic libraries.

Excellent communication skills. Ability to prepare and present written and oral reports.

Ability to manage multiple priorities and tasks as well as to plan and implement projects.

Willingness to share expertise, work in teams and negotiate solutions with diverse groups.

Aptitude for and interest in service oriented work and ability to work with the public in a tactful manner in a multicultural environment.

Strong analytical and creative problem-solving skills, flexibility.

Ability to work both independently and collaboratively.

Demonstrated commitment and ability to apply creative ideas in the pursuit of institutional goals.

Oral and written fluency in English is essential. Oral fluency in French and basic written French are assets.

Approved: [Dubravka Kapa]

Date: March 10, 2015