Access Services Librarian
Limited Term Appointment

Concordia University Library seeks a dynamic and highly collaborative librarian for a full-time limited term appointment as Access Services Librarian. Initial appointment will have a duration of at least one year.

Concordia University is one of Canada’s most dynamic universities in one of North America’s most livable cities. It reflects a unique blend of commitments to diversity, accessibility, social responsibility, and innovation. With over 45,000 students (7,439 international) and over 2,000 full-time and part-time professors, Concordia is recognized for offering a rich academic experience combined with strong community engagement.

Concordia University Library provides collections and services fundamental to academic success, creation, the advancement of knowledge, and lifelong learning. With a team of 120 librarians, professionals and support staff who put student and faculty success at the centre of their practice, the Library collaborates to achieve the goals outlined in our strategic plan and in the University’s strategic framework and directions. For more information about the services and operations of the Library, see http://library.concordia.ca/.

Concordia is an active member of the partnership of 17 Quebec university libraries that are implementing a bilingual shared library services platform. Planning is currently in progress, with implementation currently expected in summer 2020.

The Access Services Librarian is a member of the Library’s professional team, reporting to the Associate University Librarian, Teaching and Learning. The incumbent will assist the Head, Access Services in both day-to-day operations of Webster Library’s Access Services Unit and in the planning for and implementation of the new shared library services platform in the context of access services. This opportunity would appeal to a librarian who is excited by the possibilities that shared platforms bring to library users with regard to greater and easier access to materials that support their learning and research.

Librarians on limited term appointments contribute, on a temporary basis, to the delivery of Library services and operations. Individuals holding limited-term appointments may receive subsequent reappointments, given continued funding and need, as well as satisfactory job performance. Together, the initial and subsequent limited-term appointments may not exceed 36 months or a span of three consecutive years.

Librarians are members of the Concordia University Faculty Association (CUFA).
RESPONSIBILITIES

Prepares and/or updates staff procedure documentation as well as developing and providing training to library staff.

Engages in activities supporting the migration to a new shared library services platform, including developing and updating procedures, workflows and establishing best practices.

Handles special requests from university faculties, services and departments.

Addresses user service feedback, as appropriate.

Monitors procedures and protocols to improve staff workflows and library users’ experience.

Runs reports in the integrated library system, as needed.

Participates in testing of functionality and data migration of the circulation module for the shared library services platform.

Follows trends in access services in academic libraries including application of developing technologies and proposes improvements.

Undertakes or contributes to special assignments and projects, as assigned.

Participates on committees, working groups and project teams to contribute to the development of Library and University strategic initiatives and projects.

Performs other duties as assigned.

QUALIFICATIONS

Professional expertise

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.

Knowledge of operations/functions of academic library access services and related broad trends in this area.

Knowledge of integrated library systems and their common functions/modules.

Familiarity and/or experience with the circulation module of an integrated library system, is an asset.
Familiarity and/or experience with the development of procedures and workflows, is an asset.

**General Competencies**

Strong motivation, aptitude and interest to establish student and faculty success as the centre of their professional practice.

Ability to plan and organize effectively and handle multiple priorities and tasks as well as projects.

Ability to work both independently and collaboratively, share expertise, work in teams and negotiate solutions with diverse groups.

Excellent communication skills. Strong analytical and creative problem-solving skills.

Excellent interpersonal skills, with a strong service orientation.

Curiosity, drive and flexibility so as to discover and try new things, in support of Library and University strategic directions.

Oral and written fluency in English is essential. Oral fluency in French and basic written French is preferred.

**Salary and Benefits**

The salary for an initial limited term appointment will be determined according to the salary scale given in the CUFA collective agreement. The position includes a competitive and comprehensive benefits package.

**Application Procedure**

Interested candidates must supply the following in **one (1) single PDF attachment:**

- a letter of interest;
- curriculum vitae;
- the names, email addresses and telephone numbers of three professional references.

Concordia University is strongly committed to employment equity within its community, and to recruiting a diverse faculty and staff. The University encourages applications from all qualified individuals, including women, members of visible minorities, Indigenous persons, members of sexual minorities, persons with disabilities, and others who may contribute to diversification; candidates are invited to self-identify in their applications. All qualified candidates are encouraged to apply; however, Canadians and Permanent Residents will be given priority.
To comply with the Government of Canada’s reporting requirements, the University is obliged to gather information about applicants’ status as either Permanent Residents of Canada or Canadian citizens. Applicants need not identify their country of origin or current citizenship; however, all applications must include one of the following statements:

Yes, I am a citizen or permanent resident of Canada
No, I am not a citizen or permanent resident of Canada

Interviews are planned for the week of May 13, 2019. Only selected candidates will be contacted.

Candidates should apply in confidence by email to Ms. Sandra Biron, Library Personnel Assistant, at Employment.Library@concordia.ca

Applications must be received by no later than 5:00 p.m. on Friday May 3, 2019.