JOB DESCRIPTION

POSITION TITLE: Scholarly Publishing Librarian

DEPARTMENT: Library

POSITION NUMBER: PL3052

BARGAINING UNIT: CUFA

STATUS: Tenure-Track

GENERAL DESCRIPTION:

The SCHOLARLY PUBLISHING LIBRARIAN is a member of the Library’s professional team, reporting to the ASSOCIATE UNIVERSITY LIBRARIAN, SCHOLARLY COMMUNICATIONS.

The incumbent contributes to the Concordia University Library’s efforts to transform the scholarly communications landscape and create a more equitable and just publishing ecosystem. The incumbent provides leadership in planning and implementing publishing services that empower faculty, students, and staff with tools, information, and resources for sharing their research and scholarship. These include, but are not limited to, the university’s institutional repository and Open Educational Resources (OER) program. The incumbent proactively explores emerging publishing technologies, platforms, and practices, and collaborates across the Library and the University to develop, implement, and assess publishing initiatives. The SCHOLARLY PUBLISHING LIBRARIAN contributes substantively to a variety of Library and University strategic initiatives and projects, through committees, working groups, and project teams.

RESPONSIBILITIES:

1. Leads the Library’s Open Educational Resources (OER) program, including adopting, adapting, and creating materials; managing production and publication processes and workflows; engaging in outreach and advocacy; undertaking assessment; and acting as a liaison with campus partners including faculty, librarians, advisory groups, the Centre for Teaching and Learning, and the Student Success Centre, among others, as well as service providers.

2. In close collaboration with colleagues, supports the growth, development, and evolution of Spectrum, Concordia University’s Research Repository.

3. Supports university research and researchers through the creation of, deployment of, and participation in open access initiatives such as the Concordia Open Access Author Fund.
4 Undertakes project manager roles or contributes to special projects such as the implementation of ORCID iD at Concordia.

5 Works in close cooperation with campus partners (e.g., faculty, Office of Research, School of Graduate Studies, Associate Deans for Research, etc.) on projects and programs related to scholarly publishing, including Tri-Council requirements for research dissemination, as well as efforts to better measure and illuminate Concordia research outputs and impact.

6 Collaborates with Concordia University Press on digital publishing and dissemination activities and strategies.

7 Works with colleagues in the Library, the Thesis Office in the School of Graduate Studies, and with graduate students in support of the electronic thesis submission process.

8 Monitors developments in scholarly publishing, including those around open access, including OER; institutional repositories; technological initiatives; and funding opportunities, and communicates their implications to Library and University stakeholders.

9 Keeps current with changing professional and research expectations, service requirements, and developments in academic libraries, especially developments in publishing and dissemination practices, platforms, and tools.

10 Participates in regional, national, and international communities of practice where appropriate.

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

12 Performs other duties as assigned, including but not limited to providing support for teaching, research, and collection development in one or more subject areas.

QUALIFICATIONS:

Professional Expertise

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.

Minimum of 2 (two) years relevant professional experience in an academic library, or equivalent.

Demonstrated knowledge of the publishing ecosystem and research lifecycle as well as scholarly communications models and practices.

Experience with and knowledge of scholarly publishing platforms (e.g., EPrints, Pressbooks, OJS).

A demonstrated record managing a portfolio of projects at different scales and priorities, each with multiple stakeholders.
Demonstrated communication skills including the ability to prepare and present written and oral reports; make high-level presentations; and engage with librarians, faculty, campus administrators, and members of other scholarly publishing communities.

Knowledge of broad trends and issues relating to open educational resources; institutional repositories; and open access, including national, institutional, and funding agency open access mandates.

Experience in publishing is an asset.

Familiarity with and interest in open source software are assets.

**General Competencies**

Demonstrated ability to develop and maintain successful partnerships and relationships with librarians, faculty, researchers, and other stakeholders.

Strong analytical and creative problem-solving skills.

Initiative and strong leadership skills, with willingness to share expertise, work in teams and negotiate solutions with diverse groups.

Curiosity, drive, and flexibility to discover and try new methods and practices, in support of Library and University strategic directions.

Interest in and capacity for conducting research. An established research portfolio is an asset.

Knowledge of collection development and management issues, concepts, and methods in academic libraries.

Oral and written fluency in English required. Oral fluency and basic written French are assets.

Approved:

Date: