Special Collections Archivist
Limited Term Appointment
(maternity leave replacement)

Concordia University Library seeks a dynamic and innovative librarian for a full-time limited term appointment for a maternity leave replacement of up to 15 months as Special Collections Archivist.

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 50,000 students (more than 8,400 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/.

The Special Collections Archivist is a member of the Library’s professional team, reporting to the Associate University Librarian, Collection Services. The Special Collections Archivist coordinates the development and management of collections and the delivery of services for Special Collections.

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

Develops the collection by purchase or donation. In consultation with the Associate University Librarian, Collection Services, evaluates appropriateness of potential donations for inclusion in
Special Collections and prepares recommendations for the Acquisitions Advisory Committee. Meets with donors; negotiates terms of donation; prepares donation agreements; arranges for monetary appraisals.

Coordinates and contributes to the accessioning, processing, arrangement, and description of archival materials. Specific priority will be on processing the Alfie Roberts and Patricia Cambridge Collection.

Provides knowledgeable, efficient and effective research assistance to members of the Concordia University community and external researchers.

Identifies, plans, and implements outreach programs to integrate special collections and archives into the teaching, learning and research activities of the University.

Establishes and promotes various instructional programs and workshops to further engage users.

Coordinates Special Collections services and activities, including reproductions and digitization, loans of Special Collections materials, events and exhibitions, the Special Collections website.

Ensures preservation standards are met for all materials held in Special Collections; makes recommendations for facilities improvements, as appropriate.

In close collaboration with the Digital Preservation Librarian, participates in activities related to the implementation of a digital preservation service.

Provides training, functional guidance and coordination for staff working on Special Collections projects and services.

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

**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.

Minimum of one (1) year relevant professional experience in an archives or equivalent.

Experience providing reference services in an archives or manuscripts repository.

Experience with archival acquisitions is an asset.
Sound knowledge of, and experience with, RAD (Rules for Archival Description).

Experience with digital content systems (such as AtoM, ContentDM, Drupal, Documentum), AtoM preferred.

Knowledge of best practices in preservation.

Demonstrated ability to develop and deliver effective instructional activities.

**General Competencies**

Demonstrated ability to develop successful partnerships and relationships with faculty and researchers.

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

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

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.

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. A professional level of oral French and basic written French is required.

**Salary and Benefits**

The salary for an initial limited term appointment is $59,284 per annum effective June 1, 2019. 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 September 4-6, 2019. The anticipated position start date will be October 1, 2019.

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

Only selected candidates will be contacted.

Applications must be received by no later than 5:00 p.m. on Monday July 22, 2019.