JOB DESCRIPTION

<table>
<thead>
<tr>
<th>POSITION TITLE:</th>
<th>Teaching &amp; Research Librarian – Humanities and Social Sciences</th>
</tr>
</thead>
<tbody>
<tr>
<td>DEPARTMENT:</td>
<td>Library</td>
</tr>
<tr>
<td>BARGAINING UNIT:</td>
<td>CUFA</td>
</tr>
<tr>
<td>STATUS:</td>
<td>Limited Term Appointment</td>
</tr>
</tbody>
</table>

GENERAL DESCRIPTION:

The **Teaching & Research Librarian – Humanities and Social Sciences**, is a member of the Library’s professional team, reporting to the Associate University Librarian, Teaching & Learning.

The incumbent provides support for teaching, learning and research activities particularly (but not exclusively) in the humanities and social sciences to enable and facilitate exploration, knowledge creation and learning. The incumbent develops and implements initiatives to support the use of digital tools for research and teaching.

The incumbent contributes substantively to a variety of Library and University strategic initiatives and projects, through committees, working groups, and project teams.

RESPONSIBILITIES:

1. Continually develops knowledge of information resources within the humanities and social sciences and acts as a liaison with assigned departments and a resource person for librarians, staff, faculty and students.

2. Provides research help and consultations regarding the discovery and use of information resources generally, and specifically within the humanities and social sciences.

3. Continually develops knowledge of teaching and learning practices in higher education generally, and in the disciplinary context of the humanities and social sciences.

4. Prepares and delivers curricular and co-curricular instruction for classroom, library and online learning environments.

5. Develops a thorough familiarity with all aspects of the research life cycle within the humanities and social sciences including research methods, digital tools, scholarly communication and research data management.

6. Advises and collaborates with faculty, students and colleagues to facilitate research activities, digital scholarship, data management and scholarly outputs in the humanities and social sciences.
7. Develops and manages digital and print collections in assigned subject areas.

8. Participates in collection evaluation, development and management, in consultation with faculty, librarians, and the Associate University Librarian, Collection Services.

9. 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.

An undergraduate degree and/or graduate degree in the humanities or social sciences is an asset.

Knowledge of information resources and sources in a variety of media available to subject areas within the humanities and social sciences.

Ability to develop/deliver effective instructional activities, materials, guides, etc.

Familiarity with collection development practices in academic libraries.

Familiarity with trends, practices and technologies for academic library services.

Familiarity with scholarly communication models and practices including open access, institutional repositories, and research data management.

General Competencies

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.

Ability to handle multiple priorities and tasks as well as projects.

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 both English and French is required for this position.