Collections Librarian and Archivist
Limited Term Appointment

Concordia University Library seeks a dynamic and innovative librarian for a one-year full-time limited term appointment as Collections Librarian and Archivist.

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 University is recognized as Canada's top university under the age of 50 and one of the most international universities in the world. With more than 7,000 faculty and staff, and 47,000 students, Concordia enables individuals to grow, contribute and innovate. Located on two campuses in the heart of cosmopolitan Montreal, our faculty and students benefit from state-of-the-art research and teaching facilities and compelling program offerings in our four Faculties, Library, School of Graduate Studies and Centre for Continuing Education. In 2020, Concordia was recognized as a top Montreal employer for the fifth year running. We made the list based on a number of criteria, including pension and benefits, training and development opportunities, and the physical and social aspects of the workplace.

Montreal, our home, is exceptional. It is a unique city — safe and clean, vibrant and diverse, with new things to discover around every corner.

The Collections Librarian and Archivist is a member of the Library’s professional team, reporting to the Associate University Librarian, Collection Services. The Collections Librarian and Archivist participates in the development and management of collections and in the description of archival materials, and contributes to other aspects of Collection Services.

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

With the Associate University Librarian, Collection Services, the Special Collections Archivist and other Collection Services librarians, participates in multiple aspects of the delivery of the Division’s services to users and other units of the Library.

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

Assists with collection development by purchase or donation. Specifically:
- In consultation with the Special Collections Archivist, assists with the evaluation of the appropriateness of potential donations for inclusion in Special Collections and, as assigned, subsequent steps in the acquisitions process.
- Under the direction of the Associate University Librarian, Collection Services, evaluates or coordinates the evaluation of potential gift-in-kind offers for the general collection; communicates with donors, follows through with accepted donations.
- In collaboration with the Head, Acquisitions & Serials, researches potential sources of acquisitions for media purchase requests.

Contributes to the delivery of the services offered in Special Collections to members of the Concordia University community and external researchers, such as by providing efficient and effective research assistance.

Participates in preservation initiatives for Special Collections materials.

Participates in collection management projects.

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.

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, preferably with a specialization in archival studies.

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

Sound knowledge of, and experience with, RAD (Rules for Archival Description).
Understanding of practices in collection development and management in libraries and archives. Experience in collection development is an asset.

Knowledge of best practices in preservation.

Familiarity with archival digital content systems (such as AtoM, ArchivesSpace, ContentDM, Documentum, TMS (The Museum System)), experience with AtoM is an asset.

Familiarity with the cataloguing or acquisitions modules of a library services platform, preferably OCLC WorldShare Management Services, is an asset.

**General Competencies**

Ability to plan and organize effectively and 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 communication and basic written French are required.

**Salary and Benefits**

The salary for an initial limited term appointment is $60,825 per annum effective June 1, 2020. 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.
Electronic applications should be submitted by **October 26, 2020 at 5 pm (EDT)** to Sandra Biron, Library Personnel Assistant: employment.library@concordia.ca. Only shortlisted candidates will be contacted.

Interviews are planned to take place between November 9 and November 20, 2020. The anticipated position start date will be January 4, 2021, or earlier.

Please note that the University’s facilities are currently closed in response to the Coronavirus crisis. As such, the interviews and presentations will be conducted remotely, using video-conferencing software. Candidates will be consulted on a case-by-case basis on the best process and format to use given their location and particular situation.

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

Concordia University recognizes the potential impact that career interruptions can have on a candidate’s record of research excellence and/or professional experience and will take them into careful consideration in assessing applications and throughout the selection process.

Applicants who anticipate requiring accommodations throughout any stage of the recruitment process may contact, in confidence, Nadia Hardy, Interim Deputy Provost and Vice-Provost, Faculty Development and Inclusion, at: vpdfi@concordia.ca or by telephone at (514) 848-2424 ext. 4323.

Concordia University is located on unceded Indigenous lands. The Kanien’kehá:ka Nation is recognized as the custodians of the lands and waters on which we gather today. Tiohtiá:ke/Montreal is historically known as a gathering place for many First Nations. Today, it is home to a diverse population of Indigenous and other peoples. We respect the continued connections with the past, present and future in our ongoing relationships with Indigenous and other peoples within the Montreal community.