Concordia University Library seeks a dynamic and innovative librarian for a tenure-track position as Digital Preservation Librarian.

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 2019, Concordia was recognized as a top Montreal employer for the fourth 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 Digital Preservation Librarian is a member of the Library’s professional team, reporting to the Associate University Librarian, Scholarly Communications. The incumbent is responsible for leading, developing and managing the Library’s digital preservation program including creating, developing and managing digital preservation policies, strategies, workflows and procedures. The incumbent may also provide support for teaching, learning and research activities in assigned subject areas. The Digital Preservation Librarian contributes substantively to a variety of Library and University strategic initiatives and projects, through committees, working groups, and project teams. Responsibilities also include research, publication and service to meet requirements for tenure and promotion.

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

Leads and works in collaboration to develop policies, procedures, strategies and workflows to ensure long-term digital preservation.

Participates in the administration and development of the Library’s technology infrastructure for digital preservation.

Manages all aspects of digital preservation initiatives.

Provides best practices and recommends specifications for Library digital preservation projects.

Creates and maintains documentation regarding digital preservation processes and projects.

Advises and assists faculty, researchers and students on digital preservation projects and issues.

Coordinates the Library’s participation in local, regional and national web archiving projects. Establishes policies, procedures and workflows related to web archiving.

Provides training and workshops on digital preservation. Advises and assists on digitization and digital preservation related issues.

Develops a thorough familiarity with all aspects of the research and research-creation lifecycle within assigned subject areas including research methods, research-creation, scholarly communication and research data management.

Continually develops knowledge of teaching and learning practices in higher education generally, and in the disciplinary context of assigned subject areas.

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

Advises and collaborates with faculty, students and colleagues to facilitate research and research-creation activities, data management and scholarly outputs in assigned subject areas.

Acts as a liaison with assigned departments and a resource person for librarians, staff, faculty and students; develops and manages digital and print collections in assigned subject areas.

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

Contributes to local, regional and national 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.

Demonstrated technical understanding of digital preservation challenges and solutions and the current community of practice.

Demonstrated knowledge of digital preservation management systems, platforms and standards including: digital repository management systems such as EPrints, Samvera/Hydra, Fedora and DSpace; digital preservation systems and tools such as Archivematica, Preservica and BagIT; audio-visual editing software such as Adobe Premiere, Adobe Media Encoder or similar software; and XML, XSLT and CSS.

Knowledge of national and international collaborative digital preservation efforts.

Experience with metadata curation and knowledge of metadata schema relevant to digital preservation such as METS, PREMIS, MARC, EAD.

Knowledge and experience of best practices and standards related to preservation of digital objects in various formats (audio, video, image, text).

Demonstrated ability to develop and deliver effective instructional activities.

Knowledge of scholarly communication models and practices including open access, institutional repositories, and research data management.

Awareness of research communication and collaboration tools.

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

General Competencies

Oral and written fluency in English is essential. Oral fluency in French and basic written French are assets.

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

Demonstrated project management skills 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.

**Salary and Benefits**

Compensation and rank are commensurate with qualifications and experience. The position includes a competitive and comprehensive benefit package.

**Application Procedure**

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

- a letter of interest;
- curriculum vitae, **which must include a statement of your citizenship**;
- the names, email addresses and telephone numbers of three professional references.

Electronic applications should be submitted by 5:00 p.m. (EDT), Monday, 6 April 2020 to Sandra Biron, Library Personnel Assistant: employment.library@concordia.ca. Only shortlisted candidates will be contacted.

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 candidates, 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 application.

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. While applicants need not identify their country of origin or current citizenship, all applicants must include one of the following statements:

- Yes, I am a citizen or permanent resident of Canada, or

- 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: vpfdi@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.