Instructional Services Coordinator
Tenure-Track Position

Concordia University Library seeks a skilled, determined and highly collaborative librarian for an appointment as Instructional Services Coordinator. This is a tenure-track appointment that is expected to be filled at either the Assistant Librarian or Associate Librarian rank.

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 (almost 8500 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 Instructional Services Coordinator works collaboratively to lead and coordinate the development of library instructional programs and content, with a focus on an increasingly digital teaching and learning environment. This opportunity would appeal to an experienced librarian looking to lead and support the Library’s role in building information, research and digital skills across our community. The incumbent proactively explores emerging technologies and pedagogies in support of information and research skills specifically and learning success more broadly. The incumbent collaborates with teaching and technology professionals in the Library and across the wider university community. Looking to harness educational technology and instructional design principles in support of the Library’s instructional services, we welcome applications from creative thinkers who can ground ideas in practical settings, engage others in collaborative work, and produce a range of instructional content that meets the needs of teachers and learners.

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

RESPONSIBILITIES

Provides leadership and coordination for the Library’s instructional services, with a strong focus on instructional design and the effective use of educational technology in order to offer a broad-based, blended service model for a large and diverse community of learners.
Develops strategies for embedding the Library’s instructional services and content into curricular and co-curricular learning pathways, i.e. in courses and programs, in undergraduate and graduate workshop series, in student support initiatives, in online learning platforms, etc.

Creates digital content for both online and in-person instructional settings (e.g. videos, multimedia tutorials, interactive activities, guided assignments) using evidence-based instructional design principles; collaborates with other teaching librarians to identify, prioritize and build content.

Collaborates with colleagues across the Library to continuously envision and curate instructional offerings that support learning, research, and work in complex digital environments, e.g. emerging research and scholarship skills, information topics in society, etc.

 Recommends relevant educational technologies and platforms to colleagues and Library Cabinet, and supports their use; tracks and is conversant with the University’s adopted platforms and applications supporting teaching and learning.

Identifies and incorporates best practices in creating accessible, inclusive instructional content and activities for a diverse community of learners, and shares current practices with other teaching librarians.

Collaborates with teaching and learning professionals and technologists across the University (Centre for Teaching & Learning, Instructional & Information Technology Services, eConcordia, etc.) on joint projects and initiatives, integrating the Library into Concordia’s teaching and learning ecosystem.

Coordinates and develops the instructional content of the Library website in collaboration with colleagues across the Library; driven by student/user experience, holistically integrates and promotes the Library’s instructional offerings across units.

Identifies, develops and incorporates assessment practices at both the student learning level and the Library’s program/projects level; supports teaching librarians in adopting assessment practices.

Provides direct instruction to students, staff and faculty; provides support to colleagues who develop content and/or deliver instruction.

Leads or assists with special projects, or other temporary assignments as required. Participates in University and external committees and engages in professional organizations for the development of the profession.

Keeps current with changing professional and research expectations, service requirements, and developments in academic libraries, especially developments in instructional practices, educational technology, and information and digital literacy.

Performs other duties as assigned.
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.

A degree/diploma in educational technology, instructional design, or related discipline, is an asset.

A minimum of three years of professional experience in an academic library, and two years of instruction-related experience.

Demonstrated success in developing and delivering library instructional programs.

Demonstrated initiative and leadership capabilities; ability to lead services, manage projects and develop positive and productive working relationships across units.

Knowledge of and experience with teaching and learning practices in higher education generally, and of standards and approaches utilized in library instructional programs specifically.

Knowledge of and experience with educational technology (software, platforms, website design, etc.) in higher education generally, and of specific applications relevant to academic libraries.

General Competencies

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

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

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

**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;
- the names, email addresses and telephone numbers of three professional references.

Electronic applications should be submitted by **October 28, 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.

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: 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.