



Systems Librarian Limited Term Appointment

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

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 center 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 is an active member of the partnership of 17 Quebec university libraries that are implementing a bilingual shared library services platform. Preparation for implementation is underway as of early 2019, with implementation currently expected in June 2020.

The Systems Librarian is a member of the Library's professional team, reporting to the Associate University Librarian, Collection Services. The Systems Librarian is a member of the team preparing for the implementation of the shared library services platform for Quebec university libraries, taking an active role in such aspects as data migration, reviewing and testing functionality, providing information and training sessions for staff, and assessing impact on other library services. The incumbent may additionally be responsible for coordinating existing digital services applications as assigned and participating in innovative technology projects.

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

Collaborating closely with the Associate University Librarian, Collection Services and all members of the project team at Concordia and at the consortial level, contributes to multiple activities required for the implementation of a shared library services platform for Quebec university libraries.

Participates in the implementation of systems for other consortial functions, such as interlibrary loans or consortial purchasing of electronic resources.

Participates in testing of functionality and data migration iterations for the shared library services platform.

Designs queries and executes reports, as needed.

Assists with creating or updating staff documentation for the shared library services platform, as assigned.

Participates in the design and delivery of information and skills development sessions for librarians and staff for the library services platform and related technology.

Coordinates existing digital services applications, 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.

Minimum of one (1) year of professional experience with library systems and technologies, preferably in an academic or research library environment. Familiarity with Innovative Interfaces Sierra is an asset.

Experience with the initial configuration and ongoing maintenance of an integrated library system or library services platform, including data migration and mapping.

Demonstrated analytical, technical and troubleshooting skills for complex applications.

Knowledge of data formats and technology standards relevant to academic library systems.

Demonstrated ability to develop and deliver effective instructional and skills development sessions on library technology to library staff.

Knowledge of information technology issues and trends and their impact on library services and collections.

General Competencies

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

Demonstrated project management skills and ability to handle multiple priorities and tasks as well as projects.

Ability to shift priorities in a demanding and rapidly changing environment.

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 and written French is required, fluency preferred.

Salary and Benefits

The salary for an initial limited term appointment will be determined according to the salary scale given in the CUFA collective agreement. 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 May 8-10, 2019. The anticipated position start date will be July 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 Tuesday April 23, 2019.**