POSITION POSTING

Liaison Librarian
Macdonald Campus Library

Assistant Librarian (non tenure track)
Duration: One year, with possibility of renewal
Salary minimum: salary commensurate with experience
Posting number: JR0000019079

The McGill Library seeks an innovative, autonomous and resourceful librarian to assist in the provision of a range of library and information services and collections to support teaching, learning, research and outreach activities in the Agricultural and Environmental Sciences at McGill University.

THE McGill LIBRARY

The Library is committed to delivering high-quality, innovative information products, services and programs that focus on client needs and support the University's strategic mission and directions. The Library proactively supports the teaching, learning and research needs of faculty and students to fulfill McGill’s strategic mission of excellence as a research-intensive, student-centred university.

McGill Library & Archives has the largest collection in Quebec and is one of Canada’s largest academic libraries with over six million monograph titles and 150,000 e-journals and databases. The Library is a member of the Canadian Association of Research Libraries (CARL), the Association of Research Libraries (ARL), the Bureau de coopération interuniversitaire (BCI), the Center for Research Libraries (CRL), and the HathiTrust Digital Library.

INFORMATION FOR PROSPECTIVE STAFF

Information about the University, the Macdonald Campus, and the McGill Library can be found on the University's web site (www.mcgill.ca, www.mcgill.ca/macdonald and www.mcgill.ca/library).

This position is at the Macdonald Campus Library, located in Sainte-Anne-de-Bellevue, Quebec. Evening and weekend work may be required.

DUTY STATEMENT

Primary Purpose of Position
To provide a range of library and information services to the Faculty of Agricultural and Environmental Sciences, and engage in outreach activities to develop strong relationships with the Macdonald Campus Community. This position will support teaching, learning and research, focusing on Agricultural Economics, Bioresource Engineering, School of Human Nutrition, and Food Science and Agricultural Chemistry.

Duties

Duties and responsibilities include, but are not limited to:

- Advise clients on discovering, accessing and using effectively the full range of library and information resources available to meet teaching, learning and research needs in a specific discipline area.

- Provide to on-site and remote clients, assistance and consultation services in information resource discovery and access in relation to specific teaching, learning or research needs.

- Develop and maintain communication links and appropriate liaison with designated academic departments and/or university centres to ensure library and information needs are understood and met.

- Co-ordinate the work of other library staff in designated areas and work effectively as a member of a team.

- Conduct information literacy/skills classes and training programs for clients and library staff.

- Develop, produce and maintain library documentation, including web content.

- Assist in the development of the Library’s collection in all formats, including print, electronic and multimedia in a specific disciplinary area to ensure teaching, learning and research needs are met.

- Promote and market the Library’s products and services and assist in fundraising activities as appropriate.

- Work in partnership with other library and University staff and sections, as well as external groups, on specific projects.

- Attend various library, faculty and University wide committees and represent the library on external committees as required.

- Apply expertise in databases, indexing, metadata and information analysis and synthesis to improve information retrieval and use.
Maintain current awareness of emerging technologies and developments in the library, education and information environments and develop possible responses.

The discipline areas outlined on the posting are not exclusive and may change over time.

The list of duties and responsibilities outlined above is representative and not a complete and detailed list of tasks which may be performed by a librarian and can be amended from time to time.

Reporting relationship

The position reports to the Head Librarian of the Macdonald Campus Library.

SELECTION CRITERIA

Required:

• ALA-accredited master’s degree in library or information science.

• User and customer focused orientation in provision of library services.

• Knowledge of and experience in the use of relevant information resources, including electronic and networked resources.

• Sound information and communication technology skills and knowledge.

• Ability to conduct information skills classes for small and large groups.

• Excellent oral and written communication skills in English.

• Excellent organizational, client service and teamwork skills.

• High level of professionalism and commitment to the organization and its mission and the ability to work flexibly in a changing environment.

• Ability to promote the library and its services to clients and present a positive image of the library to clients.

• Ability to understand and respond to priorities and trends in the Library and University environments.

Desired:
• Two years of professional experience in an academic, special or research library setting. Professional experience serving users in the sciences, especially the agricultural or environmental sciences, desired.

• Oral and written communication skills in French.

APPLICATION PROCEDURE

Internal Candidates: Current McGill employees must apply via internal postings on Workday. These are accessed using the ‘Find Jobs’ report in Workday under the “Careers” application. Please refer to the job aid: Applying at McGill Guide for Internal Candidates

External Candidates: Applicants who are not current McGill employees must apply via external postings on Workday. Use the filters on the left-hand side to focus your search. The website will direct you to create a Workday account. Please note you must use a personal email address when creating this account. Do not use @mail.mcgill.ca or @mcgill.ca email addresses. Applicants must use their legal name when creating an applicant account on Workday. Please refer to the job aid: Applying at McGill Guide for External Candidates

COMMITMENT TO EQUITY AND DIVERSITY

At the McGill Library, we are committed to fostering an inclusive, accessible environment, where everyone feels valued, respected and supported. We are dedicated to building a workforce that reflects the diversity of our community.

McGill University hires on the basis of merit and is strongly committed to equity and diversity within its community. We welcome and encourage applications from racialized persons/visible minorities, women, Indigenous persons, persons with disabilities, ethnic minorities, and persons of minority sexual orientations and gender identities, as well as from all qualified candidates with the skills and knowledge to productively engage with diverse communities. McGill further recognizes and fairly considers the impact of leaves (e.g., family care or health-related) that may contribute to career interruptions or slowdowns. Candidates are encouraged to signal any leave that affected productivity may have had an effect on their career path. This information will be considered to ensure the equitable assessment of the candidate’s record.

McGill implements an employment equity program and encourages members of designated equity groups to self-identify. It further seeks to ensure equitable treatment and full inclusion of persons with disabilities by striving for the implementation of universal design principles transversally, across all facets of the University community, and through accommodation
policies and procedures. Persons with disabilities who anticipate needing accommodations for any part of the application process may contact, in confidence, Professor Angela Campbell, Associate Provost (Equity and Academic Policies) by email or phone at 514-398-1660.

All qualified applicants are encouraged to apply; however, in accordance with Canadian immigration requirements, Canadians and permanent residents will be given priority.