POSITION POSTING

Liaison Librarian
Nahum Gelber Law Library

Deadline to apply: March 18, 2022, 11:59pm

Assistant Librarian or Associate Librarian (tenure track)
Duration: three years, with possibility of renewal
Salary minimum: salary commensurate with experience
Posting number: JR0000022663

The McGill Library seeks a highly-motivated and service-oriented Liaison Librarian to join the professional staff of the Nahum Gelber Law Library. The Gelber Library’s primary goal is meeting the teaching and research needs of McGill’s Law Faculty in addition to serving the University community.

THE McGill LIBRARY

Located in Montréal, one of the world’s great multicultural and multilingual cities, McGill University is internationally recognized for its excellence as a leading institution of higher education and research. For nearly 200 years, through the work of dedicated people, McGill has been breaking ground in diverse fields and contributing solutions to some of the world’s most significant issues. McGill is also the most internationally diverse research-intensive university in Canada, with over 32% of its students coming to McGill from more than 150 countries. The University systematically appears on the annual list of the best employers in Montreal.

The McGill 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.

The McGill Library 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 and the McGill Library can be found on the University’s web site. As a tenure stream appointee, the successful candidate is expected to satisfy the requirements in the Regulations Relating to the Employment of Librarian Staff.

Evening and weekend work may be required.

DUTY STATEMENT
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 Nahum Gelber Law Library.

Duties and responsibilities include, but are not limited to:

- Advise users on discovering, accessing and employing effectively the full range of legal materials and information resources available to meet teaching, learning and research needs both in the Faculty of Law and the wider McGill community.

- Provide to on-site and remote users 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 the Faculty of Law and its Centres as well as the wider McGill community to ensure library and information needs are understood and accessed.

- 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 both for users and library staff.

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

- Assist in the development of the Gelber Library's collection in all formats, including print, electronic and multimedia 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.
• Assist in managing the acquisition, delivery and supply of library and information resources.

• 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.

• Maintain current awareness of emerging technologies and developments in the library, education and information environments and develop possible responses.

Reporting relationship
The position reports to the Head Librarian of the Nahum Gelber Law Library.

SELECTION CRITERIA

Required:
1. ALA-accredited Master of Library Science degree. B.C.L., LL.B or J.D. degree an asset.

2. Excellent oral and written communication skills in both English and French.

3. Relationship building skills and experience creating and fostering a positive working environment.

4. Sound knowledge of juridical resources and Legal publishers.

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

6. Sound information and communication technology skills and knowledge.

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

8. Capacity to supervise other staff and coordinate workflows.

9. Excellent organizational, client service and teamwork skills.
10. High level of professionalism and commitment to the organization and its mission and the ability to work flexibly in a changing environment.

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

12. Ability to understand and respond to priorities and trends in the Library and University environments and a vision for how Libraries should respond to rapid changes in technologies of information.

APPLICATION PROCEDURE
Applications should address the above selection criteria, be accompanied by a letter of interest, curriculum vitae, and the names and addresses of three referees.

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
McGill University is committed to equity and diversity within its community and values academic rigour and excellence. 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 engage productively with diverse communities.

At McGill, research that reflects diverse intellectual traditions, methodologies, and modes of dissemination and translation is valued and encouraged. Candidates are invited to demonstrate their research impact both within and across academic disciplines and in other sectors, such as government, communities, or industry.

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, or that 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 the 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, this email.

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