POSITION POSTING

Liaison Librarian
Schulich Library of Physical Sciences, Life Sciences and Engineering

Deadline to apply: November 15, 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: JR0000032692

The McGill Library seeks two innovative, autonomous and resourceful librarians to assist in the provision of a range of library and information services and collections to support teaching, learning, research and outreach activities of the Faculty of Medicine and Health Sciences and the Faculty of Dental Medicine and Oral Health Sciences.

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 (www.mcgill.ca and www.mcgill.ca/library). As a tenure stream appointee, the successful candidate is expected to satisfy the requirements in the Regulations Relating to the Employment of Librarian Staff (www.mcgill.ca/secretariat/policies/academic/). In addition to position responsibilities, these include professional and scholarly activities, as well as contributions to scholarly communities. The McGill Library provides opportunities for financial support of research and continuing education activities.

Evening and weekend work may be required.

DUTY STATEMENT

Primary Purpose of Position
To develop, deliver, and evaluate library instruction modules and programs in support of the teaching, learning, research and outreach activities in the health sciences.

Duties
Duties and responsibilities include, but are not limited to:

- 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.
- Develop and assess library instruction materials informed by instructional design expertise and research on student learning.
- Advise clients on discovering, accessing, and effectively using 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.
- 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.
- 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.

Reporting relationship
The position reports to the Head Liaison Services.

SELECTION CRITERIA

Required
• ALA-accredited master’s degree in library or information science.
• Two years of professional experience in the information services area of science academic, special or research library setting, particularly the health sciences.
• Knowledge of and experience in the use of relevant information resources, including electronic and networked resources.
• Sound information and communication technology skills and knowledge, including online teaching.
• Ability to conduct information skills and evidence-based practice classes for small and large groups both in person and online.
• Ability to provide support for research that utilizes various knowledge synthesis methodologies.
• Capacity to supervise other staff and coordinate workflows.
• Excellent oral and written communication skills in English. Oral and written abilities in French are highly desired.
• 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 understand and respond to priorities and trends in the Library and University environments.
• Demonstrated understanding of the value of diversity and commitment to inclusion in the workplace and of the practices that contribute to a welcoming workplace.
• Knowledge of techniques used to teach in a culturally responsive way.
• Demonstrated ability to uphold the values of respect, collaboration, and diversity, and employment equity.

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

COMMITTMENT 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.