Responsibilities: The University of Ottawa Library seeks an innovative, motivated and service-oriented Librarian to fill the Head of Learning and Student Success position. The successful candidate will be a creative individual who works well with colleagues in a challenging and changing environment.

Setting: Located in the heart of the National Capital, the University of Ottawa is recognized as one of Canada’s leading teaching and research institutions. With 1,200 regular faculty and 40,000 students enrolled in over 360 programs, the University of Ottawa offers a broad spectrum of high quality programs in both English and French. For more information, see: http://www.uottawa.ca.

Description: Reporting to the Associate University Librarian, Learning and User Services, the Head of Learning and Student Success is responsible for both managerial and functional activities that take place within their department.

The Head of Learning and Student Success leads and supervises a team responsible for developing, delivering, and evaluating a foundational information literacy program that meets the evolving needs of users. This program will strengthen students’ research skills and support lifelong learning practices by providing learning opportunities related to, for example, information, data, media, and digital literacies. The team also supports faculty seeking to integrate these skills and practices into the curriculum. The incumbent serves as the Library’s key resource on instructional design principles and in the development and application of instructional techniques and technologies. The incumbent acts as the primary liaison between the Library and other campus units supporting teaching and learning initiatives, such as the Teaching and Learning Support Service and Student Academic Support Service.

The Head is a member of the Library Management Team (LMT) and is engaged in the following:

- Provide input on strategic planning processes and operationalize strategic plans
- Collaborate with other LMT members to meet Library-wide objectives and coordinate cross-departmental workflows
- Develop and recommend creative solutions through policy changes, resource allocation, and new initiatives
- Interpret and communicate Library direction, decisions, and impacts as appropriate
- Explore new ways of achieving the Library's goals by, for example, challenging legacy practices

Essential qualifications:

1. A Master's degree in Library and Information Studies (MLIS) from an ALA accredited institution or equivalent.
2. At least 5 years of professional experience, or fewer if the experience is particularly pertinent to the position.
3. Effective oral and written communication skills in both French and English.
4. Experience in human resources management and administration.
5. Recent experience designing, delivering, and assessing information literacy instruction in a library setting.
6. Experience creating accessible learning objects and environments according to universal design principles.
7. Familiarity with relevant literacy frameworks or approaches, such as the ACRL Framework for Information Literacy in Higher Education.
8. Knowledge of current issues, trends, and emerging technologies in the areas of library instruction and online education.
9. Ability to establish and maintain relationships with internal and external stakeholders; as well as excellent communication and interpersonal skills.
10. Highly collaborative, flexible, and collegial, with the ability to work in a team environment.
11. Experience planning and implementing innovative projects and services that respond to user needs.
12. Ability to engage, empower, and motivate, with a demonstrated ability to develop and implement effective change management strategies.

Rank and salary will be commensurate with qualifications and experience.

This position is part of the Bargaining Unit (Faculty, Librarians, Counsellors, Language Teachers).

Applicants are requested to submit a curriculum vitae and covering letter. The positions will remain open until filled. Internal candidates will be considered first; their application should be submitted no later than May 9, 2018 by 5:00 p.m.

Ms. Leslie Weir
University Librarian
University of Ottawa Library
65 University Private
Ottawa, ON K1N 6N5
Email: biblio@uottawa.ca

The University of Ottawa Library thanks all those who apply. Only those candidates selected for an interview will be contacted.

All qualified candidates are invited to apply; however, priority will be given to Canadian citizens and permanent residents. The University of Ottawa is an equal opportunity employer. We strongly encourage applications from women, Aboriginal peoples, persons with disabilities and members of visible minorities. If you are invited to continue the selection process, please notify us of any particular adaptive measures you might require by contacting the Office of the Associate Vice-President, Faculty Affairs at 613-562-5958. Any information you send us will be handled respectfully and in complete confidence.
JOB DESCRIPTION
Position Title: Head, Learning and Student Success
Titre : Chef, Apprentissage et réussite scolaire

Position Number: 201651
Library Division: Learning and User Services
Reports to Position No.: 201642
Date last reviewed: 06 April 2018

GENERAL STATEMENT OF RESPONSIBILITY

Reporting to the Associate University Librarian (AUL), Learning and User Services, the Head, Learning and Student Success is responsible for both managerial and functional activities that take place within their department. In addition to these responsibilities, the incumbent is a member of the Library Management Team. The Head is responsible for building and maintaining relationships within and between divisions. The Head also ensures Library representation on appropriate internal and external bodies and in key library associations.

The Head leads and supervises a team responsible for developing, delivering, and evaluating a foundational information literacy program that meets the evolving needs of users. This program will strengthen students’ research skills and support lifelong learning practices by providing learning opportunities related to, for example, information, data, media, and digital literacies. The team also supports faculty seeking to integrate these skills and practices into the curriculum. The incumbent serves as the Library’s key resource on instructional design principles and in the development and application of instructional techniques and technologies. The incumbent acts as the primary liaison between the Library and other campus units supporting teaching and learning initiatives, such as the Teaching and Learning Support Service and Student Academic Support Service. The Head also participates actively in providing library instruction and in the development of user-centred learning objects.

MANAGEMENT ROLES AND RESPONSIBILITIES

All members of the Library Management Team (LMT) work collectively to:
● Provide input to the AULs on strategic planning processes and operationalize strategic plans
● Collaborate with other LMT members to meet Library-wide objectives and coordinate cross-departmental workflows to avoid gaps and overlaps
● Develop and recommend creative solutions through policy changes, resource allocation, and new initiatives
● Interpret and communicate Library direction, decisions, and impacts as appropriate
● Explore new ways of achieving the Library’s goals, for example challenging legacy practices

Each member of the Library Management Team:
● Performs ongoing evaluation and improvement of services
● Reports on the performance and activities of their department
● Designs efficient and effective workflows, processes, and policies within their department and division, and across divisions to achieve goals and objectives
● Performs human resources management functions for their department
● Manages allocated financial and physical resources
● Communicates and collaborates with appropriate internal and external services and communities
● Promotes the Library to the relevant internal and external communities
FUNCTIONAL ROLES AND RESPONSIBILITIES

1. Define, develop, and implement foundational literacy programming that addresses key areas, such as information, data, media, and digital literacies.
2. In consultation with Research Services, develop and coordinate assessment measures to evaluate the effectiveness of the Library’s instructional programs and activities, such as the definition of clear learning outcomes and measures of success.
3. Serve as the Library’s key resource on instructional design principles and in the development and application of instructional techniques and technologies.
4. Seek opportunities for collaboration with other campus units supporting teaching and learning initiatives, such as the Teaching and Learning Support Service and the Student Academic Success Service.
5. Lead the development of programs and services at the Learning Crossroads, taking advantage of the technology-rich environment to create opportunities for active and collaborative learning outside the classroom.
6. Maintain current awareness of and apply relevant developments in information literacy in higher education, digital media literacies, and digital pedagogy.

ESSENTIAL QUALIFICATIONS

1. A Master’s degree in Library and Information Studies (MLIS) from an ALA accredited institution or equivalent.
2. At least 5 years of professional experience, or fewer if the experience is particularly pertinent to the position.
3. Effective oral and written communication skills in both French and English.
4. Experience in human resources management and administration.
5. Recent experience designing, delivering, and assessing information literacy instruction in a library setting.
6. Experience creating accessible learning objects and environments according to universal design principles.
7. Familiarity with relevant literacy frameworks or approaches, such as the ACRL Framework for Information Literacy in Higher Education.
8. Knowledge of current issues, trends, and emerging technologies in the areas of library instruction and online education.
9. Ability to establish and maintain relationships with internal and external stakeholders; as well as excellent communication and interpersonal skills.
10. Highly collaborative, flexible, and collegial, with the ability to work in a team environment.
11. Experience planning and implementing innovative projects and services that respond to user needs.
12. Ability to engage, empower, and motivate, with a demonstrated ability to develop and implement effective change management strategies.