University of Ottawa Library
Science and Engineering Librarian (201707)

Responsibilities: The University of Ottawa Library seeks an innovative, energetic and service-oriented Science and Engineering Librarian. The successful candidate will be a creative individual who works well with other 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: As part of a team, the incumbent participates in the development and provision of orientation and teaching programs, provides reference and research services and is responsible for faculty liaison and collection development activities in the assigned disciplines.

The main function of this position consists in working in collaboration with faculty and the library team to integrate scientific and engineering information literacy into the curricula of relevant courses and in ensuring the development of science and engineering collections in assigned disciplines.

The librarian will be responsible for ensuring effective use of the Library’s resources by developing, promoting and improving access to scientific and engineering resources.

Essential qualifications:

1. A Master’s degree in Library and Information Studies from an ALA accredited institution;
2. Two (2) years of professional experience, or fewer, depending on relevance of experience to the position;
3. University degree in science or engineering or experience working in a science and engineering library;
4. Knowledge of scholarly information in general with an emphasis on science and engineering, acquired through studies or professional experience;
5. High level of technological literacy including knowledge of or experience with instructional technologies;
6. Pertinent knowledge of and experience in the areas of reference, teaching and collection development;
7. Excellent interpersonal and communication skills;
8. Bilingual (English and French), written and spoken, including the ability to teach in both official languages.

Rank and the salary will be commensurate with qualifications and experience.

This position is part of the APUO bargaining unit (faculty, librarians, counsellors, language teachers).

Applications, accompanied by an up-to-date Curriculum Vitae, should be submitted no later than 5 p.m., Wednesday, November 1st, 2017.

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.
POSITION DESCRIPTION

POSITION TITLE: Science and Engineering Librarian
INVENTORY NUMBER: 201707
LIBRARY NETWORK: Morisset Library
REPORTS TO: Head, Research and Learning -- 201659

SUMMARY OF FUNCTIONS:
As part of a team, the incumbent participates in the development and provision of orientation and teaching programs, provides reference and research services and is responsible for faculty liaison and collection development activities in the assigned disciplines.

The main function of this position consists in working in collaboration with faculty and the library team to integrate scientific and engineering information literacy into the curricula of relevant courses and in ensuring the development of science and engineering collections in assigned disciplines.

The librarian will be responsible for ensuring effective use of the Library’s resources by developing, promoting and improving access to scientific and engineering resources. The main objective of this position is the contribution to the optimal development, organization, access and use of library resources in support of the teaching and research mission of the University of Ottawa.

MAIN ACTIVITIES:
A. Teaching and Reference Activities
1. Design, develop, evaluate and participate in the provision of orientation, instructional and information literacy programs in consultation with faculty, students and colleagues. Develop e-learning resources and tools to support instructional programs and reference services. Identify opportunities for partnering with or supporting individual faculty member engaged in curriculum design and development activities.

2. Provide reference assistance and in-depth research assistance at the Morisset Library and in the faculties.

3. Collaborate with faculty and librarians to develop and expand research guides to science and engineering collections and leverage institutional repositories, social media and other tools to better provide information resources to students and faculty within their teaching, learning and research contexts.

4. Liaise with academic units and researchers to promote library resources and services, reference and teaching activities and to identify ongoing needs.
5. Maintain awareness of current trends in science and engineering education and scholarly communication and keep the library team abreast of new information sources and tools and their use in assigned disciplines.

B. **Collections development and Liaison activities**

1. Evaluate, develop and coordinate the reference and general collections, for assigned disciplines, for all types of documents, print and electronic, current and retrospective, in accordance with current policies and practices and in cooperation with faculty and the science and engineering librarians team.

2. Elaborate, write and revise collections development policies for assigned disciplines.

3. Manage the collections in assigned disciplines, including evaluation, transfer to Library Annex and the selection of gifts;

4. Liaise with academic units and researchers to develop collections in assigned disciplines.

C. **Other duties**

1. Perform other duties as assigned by the Head, Research and Learning.

**AUTONOMY:**

1. Carry out her functions under the responsibility of the Head, Research and Learning.

2. Exercise full autonomy in the development of the collections in the assigned disciplines.

**RELATIONS:**

1. Regular communication with the directors of academic units, library representatives, professors, students and other library clients.

2. Frequent communication with Morisset Library team of librarians and library technicians.

3. Occasional communication with the heads of specialized libraries and collections, and other library services.

4. Occasional relations with colleagues from external libraries.

**ESSENTIAL QUALIFICATIONS:**
9. A Master’s degree in Library and Information Studies from an ALA accredited institution;

10. Two (2) years of professional experience, or fewer, depending on relevance of experience to the position;

11. University degree in science or engineering or experience working in a science and engineering library;

12. Knowledge of scholarly information in general with an emphasis on science and engineering, acquired through studies or professional experience;

13. High level of technological literacy including knowledge of or experience with instructional technologies;

14. Pertinent knowledge of and experience in the areas of reference, teaching and collection development;

15. Excellent interpersonal and communication skills;

16. Bilingual (English and French), written and spoken, including the ability to teach in both official languages.
INVENTORY NO: 201707

SIGNATURES:

__________________________ Date:

(Incumbent)

__________________________ Date:

(Immediate Superior)

__________________________ Date:

(Director)

__________________________ Date:

(University Librarian)