Responsibilities:
The University of Ottawa Library seeks an innovative, motivated and service-oriented Replacement Librarian for the Management Library. 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: www.uottawa.ca.

Description:
Reporting to the Head, Management Library, the incumbent participates in the development and provision of orientation and teaching programs, collection development activities, and reference and research services for assigned disciplines. The incumbent is responsible for developing the Management Library’s web presence. A main function of this position is to work with faculty and Library colleagues to integrate business and management information literacy into the curricula of relevant courses and to ensure the development of management 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 management resources.

ESSENTIAL QUALIFICATIONS:
1. A Master’s degree in Library and Information Studies from an ALA accredited institution or equivalent.
2. At least two (2) years of professional experience, or fewer if the experience is particularly pertinent to the position.
3. University degree in business or social sciences, or experience working in a management or business library.
4. Knowledge of scholarly information, with an emphasis on management and business, acquired through studies or professional experience.
5. Knowledge of or experience with web development tools and instructional technologies;
6. Pertinent knowledge of and experience in the areas of teaching, collection development, and reference and research support.
7. Excellent interpersonal and communication skills.
8. Effective oral and written communication skills in both French and English, 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).

If librarians currently employed at the University of Ottawa are interested in this position, the opportunity of an interim appointment would be available.

Please note that the Library is undergoing organizational restructuring. For this reason, administrative reporting relationships and/or work assignment may change during the course of the appointment.

Applications, accompanied by an up-to-date curriculum vitae, should be submitted no later than Friday, August 17th, 2018 by 5 pm.

Ms. Joan Cavanagh
Interim 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, preference 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: Management Librarian (Replacement)

INVENTORY NUMBER: 201757

LIBRARY NETWORK: Research Services Division

EFFECTIVE DATE: 2018 08 01

REPORTS TO: Head, Management Library -- 201656

SUMMARY OF FUNCTIONS:

Reporting to the Head, Management Library, the incumbent participates in the development and provision of orientation and teaching programs, collection development activities, and reference and research assistance for assigned disciplines. The incumbent is responsible for developing the Management Library’s web presence.

A main function of this position is to work with faculty and Library colleagues to integrate business and management information literacy into the curricula of relevant courses and to ensure the development of management 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 management resources. The main objective of this position is to contribute 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 web and learning management system-based resources and tools to support instructional programs and reference services. Identify opportunities for partnering with or supporting individual faculty members engaged in curriculum design and development.

2. Provide reference and research assistance to the Telfer School of Management’s faculty, students, and other library clients.

3. Collaborate with faculty and library heads, including Head of Library Research Support and of Library Systems, to develop the Management Library’s web presence, expand research guides to the management and business collections and other tools to better provide information resources to students and faculty within the context of teaching, learning, and research.
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 management and business education and scholarly communication and keep the Library team abreast of new information sources and tools.

B. Collections development and liaison activities

1. Evaluate and coordinate the development of 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 Head, Management Library.

2. Elaborate, write, and revise collection development policies for assigned disciplines, in collaboration with the Head, Management Library.

3. Manage the collections in assigned disciplines, including evaluation, transfer to the 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, Management Library.

AUTONOMY:

1. Carry out functions under the responsibility of the Head, Management Library.

2. In collaboration with the Head, Content Strategy, exercise full autonomy in the development of collections in assigned disciplines.

RELATIONS:

1. Regular communication with the School of Management professors, employees, students, and other library clients.

2. Frequent communication with Library colleagues, including 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:

1. A Master’s degree in Library and Information Studies from an ALA accredited institution or equivalent.

2. At least 2 years of professional experience, or fewer if the experience is particularly pertinent to the position.

3. University degree in business or social sciences, or experience working in a management or business library.

4. Knowledge of scholarly information with an emphasis on management and business, acquired through studies or professional experience.

5. Knowledge of or experience with web development tools and instructional technologies.

6. Pertinent knowledge of and experience in the areas of teaching, collection development, and reference and research support.

7. Excellent interpersonal and communication skills.

8. Effective oral and written communication skills in both French and English, including the ability to teach in both official languages.
INVENTORY NO: 201757

SIGNATURES:

_________________________ Date:

(Incumbent)

_________________________ Date:

(Immediate Superior)

_________________________ Date:

(Director)

_________________________ Date:

(University Librarian)