University of Ottawa Library
Part-time Librarian, Management Library
(36.25 hours per week)

This selection process will identify librarians eligible for upcoming opportunities at the University of Ottawa Library as Part-time Librarians, working 4 months out of 6 for a maximum of 8 months out of 12, as per article 17.7.2.5 of the APUO Collective Agreement. The immediate areas for which we will be considering candidates are:


**Setting:** Located in the heart of the National Capital, the University of Ottawa is recognized as one of Canada’s leading teaching and research institution. 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.

**Responsibilities:** Reporting to the Head, Research Support, the incumbent participates in the development and provision of orientation and teaching programs, and reference and research services for assigned disciplines.

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 (MLIS) 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 and research methods, with an emphasis on management and business, acquired through studies or professional experience.
5. Knowledge of and experience in the areas of teaching, reference, and research support.
6. Effective interpersonal and communication skills in both French and English, including the ability to teach in both official languages.

Normally staffed at the rank of Librarian II (Annual salary scale: $72,299 - $116,319)

This position is part of the APUO bargaining unit (faculty, librarians, counsellors, language teachers).
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, with the candidate’s name in the document title, should be submitted no later than Friday, November 16, 2018 by 5 pm. Applications received by October 31st will be considered before the closing date.

Ms. Talia Chung
University Librarian and Vice-Provost (Knowledge Systems)
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, Indigenous 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: Part-time Management Librarian

INVENTORY NUMBER: 201656

EFFECTIVE DATE: 2018 10 17

REPORTS TO: 201656

Titre français: Bibliothécaire spécialisé en gestion

SUMMARY OF FUNCTIONS:
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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.

MAIN ACTIVITIES:
1. Design, develop, evaluate and participate in the provision of orientation, instructional and information literacy programs in consultation with faculty, students and colleagues.
2. Develop resources and tools to support instructional programs and reference services.
3. Identify opportunities for partnering with or supporting individual faculty members engaged in curriculum design and development activities.
4. Provide reference assistance and in-depth research assistance.
5. Liaise with academic units and researchers to promote library resources and services, reference and teaching activities and to identify ongoing needs.
6. 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 and their use in assigned disciplines.
7. Evaluate, develop and coordinate the collections, in assigned disciplines, in accordance with current policies and practices.
8. Liaise with academic units and researchers to develop collections in assigned disciplines.
9. Perform other duties as assigned by the supervisor.

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