Responsibilities: The University of Ottawa Library seeks an innovative, motivated and service-oriented Research 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: The Research Librarian provides services that support research, scholarship, and learning activities in assigned areas and in support of the broader research mission of the University of Ottawa. Working in an adaptive, team-based environment, the incumbent is responsible for a broad scope of work. Serving as the primary liaison for users in assigned areas, the Research Librarian provides specialized expertise, carries out consultations with users, develops educational materials and research guides, designs and delivers information literacy programs, and cultivates relationships as appropriate. The incumbent is a member of an evolving organization that emphasizes service quality, innovation, and teamwork.

We are currently looking for two librarians with the following expertise to join the Education, Law, Management and Social Sciences (ELMSS) team:

- (1) in Management, particularly business administration, commerce or a related field
- (1) in Social sciences, particularly political science, economics, international development or a related field

Essential qualifications:

1. A Master’s degree in Library and Information Studies (MLIS) from an ALA accredited institution or equivalent.
2. At least two years of professional experience, or fewer depending on the relevance of the experience.
3. Effective oral and written communication skills in both French and English.
4. University degree, preferably at the graduate level, in a field of specialization relevant to the position or an appropriate combination of education and work experience in relevant disciplines.
5. Knowledge of scholarly resources and research methods acquired through studies or professional experience.
6. Experience in the areas of teaching and research support.
7. Collaborative, flexible, and collegial, with the ability to work in a team environment.
8. Problem solving and decision-making skills.
9. Ability to identify areas of opportunity and experience planning and implementing projects and services that are responsive to user needs.
Rank and the salary will be commensurate with qualifications and experience.

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

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

Applicants are requested to submit a curriculum vitae and cover letter, with their name in the document title. Internal candidates will be considered first; applications should be submitted no later than Wednesday, July 26, 2019 at 4 pm.

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, 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, 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.
JOB DESCRIPTION
Position title: Research Librarian
Titre du poste : Bibliothécaire de recherche

Position Number: 201757 & 201640
Library Division: Research Services
Reports to Position No.: 201656
Date last reviewed: Under revision (June 2019)

GENERAL STATEMENT OF RESPONSIBILITY

Reporting to the Head, Research Support, Education, Law, Management and Social Sciences (ELMSS) the Research Librarian provides user services that support research, scholarship, and learning activities in assigned areas and in support of the broader research mission of the University of Ottawa. Working in an adaptive, team-based environment, the incumbent is responsible for a broad scope of work. Serving as the primary liaison for users in assigned areas, the Research Librarian provides specialized expertise, carries out consultations with users, develops educational materials and research guides, designs and delivers information literacy programs, and cultivates relationships as appropriate. The incumbent is a member of an evolving organization that emphasizes service quality, innovation, and teamwork.

FUNCTIONAL ROLES AND RESPONSIBILITIES

The Research Librarian is responsible for the following work and activities, both in assigned areas and in support of the goals of the Research Services division, and carries out these responsibilities in a team-based environment, using their professional judgement and knowledge.

1. Contribute to institutional research priorities by supporting scholarship throughout the research lifecycle.
2. Provide in-depth consultations for individuals and small groups in assigned areas on the use of information resources. Develop educational materials and research guides to enable users to effectively find and use specialized information resources and services.
3. In collaboration with colleagues providing instructional services across the library, design and deliver information literacy programs in assigned areas to guide faculty and students in the use of the Library’s resources, tools, and services. Identify and pursue opportunities to partner with University of Ottawa colleagues on this work, as appropriate. Collaborate in the ongoing assessment of information literacy programs.
4. Serve as a primary liaison for students, faculty, and staff in assigned areas. Cultivate relationships as appropriate in these areas in order to identify and respond to ongoing needs, as well as to increase awareness and use of the Library’s resources, tools, and services.
5. Provide input on research collections in assigned areas, and communicate collections gaps, issues and opportunities to colleagues in the Content and Access division.
6. Participate in the ongoing assessment of services within the division.
7. Develop and maintain current awareness of, and apply relevant developments and knowledge in assigned areas.
8. Carry out responsibilities in a team environment and under the responsibility of the Head, Research Support (ELMSS).
9. Perform other related duties as assigned by the Head, Research Support (ELMSS).

ESSENTIAL QUALIFICATIONS

1. A Master's degree in Library and Information Studies (MLIS) from an ALA accredited institution or equivalent.
2. At least two years of professional experience, or fewer depending on the relevance of the experience.
3. Effective oral and written communication skills in both French and English.
4. University degree, preferably at the graduate level, in a field of specialization relevant to the position or an appropriate combination of education and work experience in relevant disciplines.
5. Knowledge of scholarly resources and research methods acquired through studies or professional experience.
6. Experience in the areas of teaching and research support.
7. Collaborative, flexible, and collegial, with the ability to work in a team environment.
8. Problem solving and decision-making skills.
9. Ability to identify areas of opportunity and experience planning and implementing projects and services that are responsive to user needs.

INVENTORY NUMBER: 201757 & 201640

__________________________________________________________________________ Date: _________________
Incumbent

__________________________________________________________________________ Date: _________________
Head, Research Support (ELMSS)

__________________________________________________________________________ Date: _________________
Associate University Librarian, Research Services