Responsibilities: The University of Ottawa Library seeks an innovative, motivated and service-oriented Scholarly Communication 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: Reporting to the Associate University Librarian, Innovation and Digital Scholarship, the incumbent serves the research and scholarly support needs of faculty and graduate students by informing and educating them about new modes of scholarly communication; provides guidance on authors’ rights; supports and promotes online publishing and repository services. Current digital initiatives include open access journal hosting and publishing and administration of the institutional repository for digital scholarly content created by the campus community, including graduate theses and dissertations.

Essential qualifications:

1. A Master’s degree in Library and Information Science (M.L.I.S.) from an ALA accredited institution;
2. Four (4) years of professional experience, or fewer, depending on relevance of experience to the position;
3. Knowledge of open access principles, trends in scholarly communication, intellectual property and copyright law as it pertains to publishing digital content, acquired through studies or professional experience;
4. Knowledge of the academic research environment, granting agencies and the practices and policies of universities and their libraries;
5. Knowledge of and experience with library technologies and protocols relevant to scholarly communication;
6. Knowledge of project management and of marketing library services;
7. Excellent interpersonal, oral and written communication skills;
8. Bilingual (English and French), written and spoken, including the ability to make presentations 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.

Applicants are requested to submit a curriculum vitae and cover letter, with their name in the document title. Internal candidates will be considered first; application should be submitted no later than May 3, 2019 at 4 p.m.

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: Scholarly Communication Librarian
Titre : Bibliothécaire responsable de la communication savante

Position Number: 201820
Library Division: Innovation and Digital Scholarship
Reports to Position No.: 201709
Date last reviewed: March 18, 2019

SUMMARY OF FUNCTIONS:
Reporting to the Associate University Librarian, Innovation and Digital Scholarship, the incumbent serves the research and scholarly support needs of faculty and graduate students by informing and educating them about new modes of scholarly communication; provides guidance on authors’ rights; supports and promotes online publishing and repository services. Current digital initiatives include open access journal hosting and publishing and administration of the institutional repository for digital scholarly content created by the campus community, including graduate theses and dissertations.

MAIN ACTIVITIES:

1. Provides leadership in developing resources and services for the university community that respond to changing forms and practices of scholarly communication.

2. Establishes mechanisms to assist scholars with publishing choices and management of intellectual property rights.

3. Administers the Library’s financial support for open access publishing initiatives.

4. Monitors and communicates the significance of trends in scholarly communication and open scholarship; develops and maintains web resources.

5. Manages activities relating to the University’s institutional repository including faculty outreach, content recruitment and policies and procedures governing the deposit of digital content in uO Research.

6. Manages activities relating to the Library’s journal hosting and publishing activities including liaison with journal editors and managers, training and technical assistance.

7. Oversees processes relating to the deposit of electronic theses to the institutional repository.

8. Performs other related duties as assigned by the Associate University Librarian, Innovation and Digital Scholarship.

AUTONOMY:

1. Carries out his/her functions under the Associate University Librarian, Innovation and Digital Scholarship.
2. Exercises full autonomy in the management and development of the institutional repository.

RELATIONS:
1. Regular communication with the Office of the Vice Provost, Graduate and Postdoctoral Studies and Faculty-based graduate studies units regarding policies and procedures relating to submission of electronic theses.
2. Regular communication with the Office of the Vice-President Research, Faculties and student groups to promote and expand scholarly communication initiatives including open access.
3. Regular communication with the University of Ottawa Press regarding digital publishing services.
4. Frequent and continuous communication with Library staff and colleagues from other academic institutions, associations/organizations.

ESSENTIAL QUALIFICATIONS:
1. A Master’s degree in Library and Information Science (M.L.I.S.) from an ALA accredited institution;
2. Four (4) years of professional experience, or fewer, depending on relevance of experience to the position;
3. Knowledge of open access principles, trends in scholarly communication, intellectual property and copyright law as it pertains to publishing digital content, acquired through studies or professional experience;
4. Knowledge of the academic research environment, granting agencies and the practices and policies of universities and their libraries;
5. Knowledge of and experience with library technologies and protocols relevant to scholarly communication;
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Position: Scholarly Communication Librarian
Position Number: 201820
Library Division: Innovation and Digital Scholarship
Reports to Position No.: 201709

SIGNATURES:

_________________________________________  Date:____________________
(Incumbent)

_________________________________________  Date:____________________
(Associate University Librarian)

_________________________________________  Date:____________________
(University Librarian and Vice-Provost)