Revised
Part-Time Librarian
York University Libraries

York University is the leading interdisciplinary research and teaching university in Canada. York offers a modern, academic experience at the undergraduate and graduate levels in Toronto – Canada’s most international city. The third largest university in the country, York is host to a dynamic academic community of 62,000 students, faculty and staff, as well as 295,000 alumni worldwide. York’s 11 Faculties and 25 research centres conduct ambitious, groundbreaking research that is interdisciplinary and cuts across traditional academic boundaries.

Position Description:
Scott Library Research & Collections Department seeks a dynamic and innovative librarian to work on a part-time basis. Scott Library, as the main social science and humanities library, is the largest of York University Libraries. In addition to building collections and offering reference assistance, the Scott Library Research & Collections Department has an active and engaging information literacy program that aims to enable students, faculty, and others to recognize the social context of information, to develop information-seeking behaviours that transcend specific finding tools, and to think critically about information.

Specific Duties:
Reporting to the Chair of Scott Research & Collections (Scott Library), the successful candidate will:

- Provide timely, high-quality public service via in-person, e-mail and/or online service.
- Assist with collection development & management within social sciences and/or humanities as assigned
- Create/maintain online research guides/tutorials
- Be available as a resource to aid York community members with their digital scholarship projects
- Collaborate within the Digital Scholarship Centre to host training sessions and consultations, and provide prompt technical assistance
- Collaborate in creating training materials and supporting documentation.
- Project manage aspects of the group’s activities: scheduling meetings, coordinating knowledge exchange, version control, keeping track of tasks and deliverables
- Perform other duties as assigned
Qualifications:

- An ALA-accredited MLS or equivalent.
- Educational background in or experience with social sciences and/or humanities librarianship within an academic institution, digital humanities and archival principles of arrangement and classification;
- Experience with user training, user support, and with the creation of user guides and educational resources;
- Demonstrated commitment to high quality service
- Demonstrated experience and strong communication skills in negotiating reference queries in a university context including the ability to both teach and contextualize relevant resources relative to a patron’s information needs
- Demonstrated experience with metadata standards, and image file manipulation;
- Demonstrated aptitude for independent learning and mastery of technology/software with an aptitude for technical troubleshooting;
- Demonstrated knowledge of emerging trends in scholarly communications (open access, author rights), copyright, and library and information technologies;
- Demonstrated initiative and strong project management skills.
- Ability to work independently and in collaboration with others;
- Independent learner, capable of resolving technical questions by leveraging on-line support networks;
- Strong service orientation with a professional, helpful, and friendly demeanor;
- Strong independent research, problem solving and troubleshooting skills;
- Excellent oral and written communication skills;
- Flexible attitude and ability to adapt to a changing environment;
- Ability to balance and prioritize multiple responsibilities;

Number of Hour per Week:
15 hours per week: scheduled between 9:00am - 5:00pm, Monday-Friday. Some evenings and weekend work may be required.

Compensation:
As per current CUPE 3903, Unit 4, Collective Agreement
Start Date: May 1, 2018

End Date: August 31, 2018

Date of Posting: February 28, 2018

Application Deadline: March 14, 2018

Application Procedure:
Interested applicants should send a cover letter and a recent resume, along with an application form http://www.library.yorku.ca/web/about-us/work-with-us/
Quoting position number, to libjobs@yorku.ca

We thank all applicants; however only those selected for an interview will be contacted.

York University encourages applications from Aboriginal peoples, persons with disabilities, members of visible minorities, and women and invites applicants to review the University’s Employment Equity Plan for employees in CUPE 3903, a copy of which is at http://fr.info.yorku.ca.