Specific Duties:
Reporting to the Chief Law Librarian, the incumbent will
- Oversee and review cataloguing activities for library materials in all formats, provide interpretation and application of cataloguing rules; perform original cataloguing of library materials in a variety of formats.
- Oversee and support the material processing activities.
- Monitors acquisition activities by assisting with selection of new resources and serial control, troubleshooting with integrated library system when required.
- Supports operation of Osgoode Digital Commons by coordinating and implementing digitization projects; ensure copyright permissions are in place, editing/updating/analysis of content.
- Set up and maintain various library systems and databases including contacting vendor support as necessary; provide troubleshooting and liaise with Osgoode IT or YUL Computing to resolve system issues; provide software training as necessary.
- Update departmental manuals, provide statistical data/reports.
- Liaise with other departments and individuals at Osgoode and York University, vendors/service providers as required.

Qualifications:
- Master’s degree in library/information science from an ALA-accredited school (at least three years since graduation)
- Supervisory and management experience in libraries, specifically academic law libraries and excellent interpersonal and communication skills.
- Expertise in use of MARC formats, LC Classification and LC Subject Headings; knowledge of KF Modified Classification an asset
- Experience in the use of AACR2 and RDA for cataloguing print, non-print and electronic resources
- Familiarity with various library systems (e.g. SirsiDynix) and software tools used in cataloguing (e.g. Marc Edit, Validator, etc.)
- Knowledge of emerging trends in library and information technologies
- Knowledge of open access, scholarly communication and digital library initiatives
- Knowledge of legal databases such as WestlawNext Canada, LexisAdvance Quicklaw and other law-specific research databases.
- Excellent oral and written communication skills.
- Strong interpersonal skills that demonstrate an ability to work collaboratively and
as part of a team.

- Ability to adapt to a changing information environment, balance multiple responsibilities, and with good time-management skills.
- Proficiency in Microsoft Office (Word, Excel, PowerPoint); familiarity with webpage creation and editing.
- Ability to read French is an asset.

**Number of hours per week:**
17 hours per week

**Compensation:**
As per current CUPE 3903, Unit 4, Collective Agreement

**Start date:** June 25, 2018

**End date:** June 24, 2019

**Date of Posting:** March 5, 2018

**Application Deadline:** March 19, 2018

**Application Procedure:**
Interested applicants should send a cover letter and a recent resume, along with an application form quoting position number, to Aneta Gasiorowska, Manager, Human Resources & Administration at anetag@osgoode.yorku.ca.

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

York University encourages applicants from Aboriginal peoples, persons with disability, 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](http://fr.info.yorku.ca).