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, ground-breaking 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 humanities as assigned
- Create/maintain online research guides/tutorials
- Be available as a resource to aid York community members with their digital scholarship projects
- Assist with batch processing of MARC records for electronic resources
- Collaborate in creating training materials and supporting documentation.
- Perform other duties as assigned
Qualifications:
- An ALA-accredited MLS or equivalent.
- Educational background in or experience with humanities librarianship within an academic institution;
- Experience with user training, user support, and with the creation of user guides and educational resources;
- Demonstrated experience and strong communication skills in negotiating reference queries in a university context including the ability to both instruct and contextualize relevant resources relative to a patron’s information needs
- Demonstrated aptitude for independent learning and mastery of technology/software with an aptitude for technical troubleshooting;
- Knowledge of MARC21, LCSH, LC classification and MARC formats
- Demonstrated experience with cataloguing using a mainstream integrated library system, Sirsi experience preferred
- Experience with MARC editing tools such as MARCEdit and MARC Report preferred
- Ability to work independently and in collaboration with others
- Strong service orientation with a professional, helpful, and friendly demeanor;
- Strong independent learner with demonstrated research, problem solving and technical 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; To be scheduled between 9:00am - 5:00pm, Monday-Friday.

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

Start Date: January 8, 2018
End Date: April 30, 2018
Date of Posting: November 28, 2017
Application Deadline: December 11, 2017
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/](http://www.library.yorku.ca/web/about-us/work-with-us/) quoting position number, to libapps@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](http://fr.info.yorku.ca).