York University champions new ways of thinking that drive teaching and research excellence. Through cross-disciplinary programming, innovative course design, diverse experiential learning and a supportive community environment, our students receive the education they need to create big ideas that make an impact on the world. Located in Toronto, York is the third largest university in Canada, with a strong community of 53,000 students, 7,000 faculty and administrative staff, and more than 300,000 alumni. York U’s fully bilingual Glendon Campus is home to Southern Ontario's Centre of Excellence for French Language and Bilingual Postsecondary Education.

**Description of Position:**
York University Libraries seek **two** innovative librarians to assist on a part-time basis with project management and support for several campus-wide initiatives that will serve to advance researcher recognition. Projects will involve identifying and reporting metadata errors in publisher databases, assisting with repository deposit of scholarship, and providing expert assistance to faculty for ORCID profile creation and maintenance.

**Specific Duties:**
Reporting to the Director of Digital Scholarship Infrastructure and the Director of Open Scholarship, the successful candidates will:

- Perform complex searches within Scopus and Web of Science to identify potential metadata errors with respect to institutional affiliation and name disambiguation, and keep detailed track of searches and identified errors
- Under the direction of the Director, liaise with departments and faculty members to clarify ambiguities in metadata
- Correspond with vendors to report metadata errors for investigation
- Be a resource to aid York community members with questions and technical challenges related to the software we support pertaining to the creation, dissemination and curation of their scholarship
- Participate in consultations and provide technical assistance in the Digital Scholarship Centre
- Communicate the value of the projects to different disciplinary groups with sensitivity, nuance and thoughtfulness
- Participate in the organization and provision of training and information sessions
- Develop high-level user expertise with York’s institutional repository and ORCID infrastructure
- Liaise with technical staff in the libraries and on campus to troubleshoot technical challenges
- Assist in the creation of workflows and training materials
- Participate in the training of student assistants and conduct ongoing quality control
- Working collaboratively with team members to achieve articulated goals of the project
- Project manage aspects of the process including: scheduling meetings, training and workshops, keeping track of tasks and deliverables, conducting student training and ensuring accuracy
- Create/maintain online documentation and tutorials
- Perform other duties as assigned.
Qualifications:
● An ALA-accredited MLS or equivalent.
● Demonstrated initiative and strong project management skills;
● Exceptional attention to and appreciation for detail;
● Detailed knowledge of Web of Science and Scopus databases;
● Keen interest in and demonstrated awareness of the open access and author rights landscape;
● Experience with delivering user training, providing user support, and creating user guides and educational resources;
● Strong service orientation with a professional demeanor and demonstrated commitment to high quality service;
● Demonstrated aptitude for independent learning and mastery of technology/software with an aptitude for technical troubleshooting and experience with leveraging on-line support networks;
● Ability to work independently and in collaboration with others;
● Strong independent research, problem solving, and troubleshooting skills;
● Superior oral and written communication skills;
● Politically and socially astute with excellent interpersonal skills;
● Flexible attitude and ability to adapt to a changing environment;
● Ability to balance and prioritize multiple responsibilities.

Number of Hour per Week:
Each position is 12 hours per week to be scheduled to maximize weekday coverage between the hours of 9am-5pm.

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

Start Date: May 1, 2019
End Date: August 30, 2019
Date of Posting: March 1, 2019
Application Deadline: March 15, 2019

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 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.