



**PART-TIME LIBRARIAN**  
Law Library, Osgoode Hall Law School  
York University

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**Specific Duties:**

Reporting to the Chief Law Librarian, the incumbent will:

- Provide reference assistance in person, telephone, online and via email to users of the Law Library, including students (JD, LLM & PhD) and faculty of Osgoode Hall Law School, members of the York University academic community, members of the legal profession and the general public.
- Conduct remote and in person library orientation and tours as directed.
- Participate in online legal research instructional programs.
- Participates in creating and maintaining online research guides.
- Prepare bibliographies, instructional aids and current awareness services as directed.
- Assists in developing and maintaining content for the library's website.
- Participate in collection development responsibilities for print and digital resources.
- Undertake special projects as determined.
- Support development of the Institutional Repository and Digital Commons.

**Qualifications:**

- Master's degree in library/information science from an ALA-accredited school.
- Proficiency in searching the Internet and digital/online databases.
- Familiarity with legal research resources and methodologies, in both print and digital formats.
- Demonstrated knowledge of legal databases such as Westlaw Edge Canada, Lexis+ and other law-specific research databases.
- Excellent oral and written communication skills that demonstrate an ability to deliver student-centered information literacy sessions.
- 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.

**Number of hours per week:**

17 hours per week

Posting Number: LL2024-2

**Compensation:**

As per current CUPE 3903, Unit 4, Collective Agreement

**Start date:** May 1, 2024

**End date:** April 30, 2025

**Date of Posting:** March 1, 2024

**Application Deadline:** March 14, 2024

**Application Procedure:**

Interested applicants should send a cover letter and a recent resume, along with an application form <https://www.library.yorku.ca/web/wp-content/uploads/2016/05/PTApplicationForm.March2017-1.pdf> quoting position number, to Rebecca Paul, People Partner at [rpaul@osgoode.yorku.ca](mailto:rpaul@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>.