

QUEEN'S UNIVERSITY LIBRARY POSITION GUIDE

Position Title: Research, Instruction and Online Learning Librarian (Humanities & Social Sciences)

Department: Humanities & Social Sciences

Term: Initial Continuing Track Appointment

Date: January 2023

DESCRIPTION:

Reporting to the Head Humanities & Social Sciences Librarian and working as part of a highly motivated interdisciplinary team, the Research, Instruction and Online Learning Librarian plays a central role in the development and delivery of online learning objects to support curriculum-integrated information literacy (IL) programs for Humanities and Social Sciences courses as well as enhancing broader instructional initiatives. The librarian will also serve as a liaison to the international student community at Queen's University as well as to community partners in addition to assigned academic departments.

The Research, Instruction and Online Learning Librarian provides effective, user-centred reference services in the Humanities and Social Sciences; liaises with faculty, staff and students in assigned subject areas; cultivates partnerships and seeks opportunities to collaborate and establish productive relationships with other campus groups including Arts and Science Online, international students, and community partners; develops, delivers and evaluates curriculum-integrated information literacy programs and general instruction programs; designs and develops reference, instruction and promotional materials, including web pages, online tutorials and research guides; undertakes collection development, maintenance, and print stewardship activities; carries out research consultations with users; and is an innovative team member.

Working with colleagues across the library system, the librarian consults, collaborates and shares a commitment to professional delivery of services while contributing to the library's goals and objectives. In addition, the librarian supports the library in aligning our work with the university's Indigenization, Equity, Diversity, Inclusion, Anti-racism, and Accessibility priorities.

The position encompasses the full range of academic responsibilities as outlined in section 15.1.1 of the [QUFA Collective Agreement](#).

RESPONSIBILITIES AND DUTIES:

- Develops online learning resources and instructional materials for both curriculum-integrated and general instruction programs in Humanities and Social Sciences
- Provides effective, user-centred reference services in the Humanities and Social Sciences as part of a team
- Liaises with faculty, staff, and students in assigned subject areas, providing information and soliciting feedback on library resources and services
- Demonstrates digital aptitude in the creation of reference, promotional and instructional materials, including web pages, online tutorials, research guides and online modules
- Creates guides and online learning objects that support research methods and approaches in the Humanities and Social Sciences (for example: evidence syntheses, literature review, and qualitative research methods)
- Ensures that online learning objects remain relevant and meet current AODA requirements

- Cultivates partnerships and seeks opportunities to collaborate and establish productive relationships with other groups including Arts and Science Online, international students, and community partners
- Develops, delivers, and evaluates curriculum-integrated information literacy programs and general instruction programs in consultation with faculty and students and in collaboration with other librarians
- Participates in the on-going development of print and electronic collections in assigned subject areas, including electronic resource evaluation, monograph selection, and deselection, and works to build collections that include voices and research from traditionally marginalized groups, particularly with respect to racialized groups and Indigenous peoples
- Participates actively in open discussion and teamwork within the department to support a cohesive and highly motivated team who share a commitment to user services and the achievement of service goals and objectives
- Actively participates in a library culture where diversity, equity and inclusion are valued and recognized, helping to create open and welcoming spaces, collections and experiences for faculty, students, staff, community members, and visitors
- Works to further the achievement of department objectives; understands and communicates the department's role in the context of library-wide goals and priorities
- Participates in meetings, seminars, workshops and conferences, and reports on new developments and trends
- Participates on committees, working groups and project teams to contribute to the development of library and university strategic initiatives and projects
- Participates in academic and/or professional development, and service to the university, profession or community; maintains current knowledge of emerging trends, best practices, and pedagogical principles in instructional technology and online learning
- Undertakes, or assists, with special projects or temporary assignments as required.

QUALIFICATIONS

REQUIRED:

- An A.L.A. accredited Master of Library Science or equivalent degree
- Strong service philosophy and commitment to user-centered services, including the ability to advance and manage new programmatic areas and outreach programs while engaging stakeholders in these developments
- Professional experience working in an academic library providing reference and research services and information literacy instruction
- Experience in the creation of online learning objects or modules (such as videos and online tutorials)
- Broad knowledge of emerging eLearning technologies and AODA/WCAG requirements
- Experience authoring web content (e.g. using Drupal, LibGuides, or other content management systems)
- Proficiency in the use of electronic information resources in the Humanities and Social Sciences
- Knowledge of the principles of information literacy and assessment and how they can be applied in an academic setting
- Effective oral and written communication skills
- Demonstrated flexibility, creativity and ability to innovate and adapt in a changing work environment

- Collegiality, strong service commitment and the ability to work effectively in both a team-based and a self-directed environment
- Excellent interpersonal skills and the ability to build and maintain productive professional relationships
- Commitment to Indigenization, equity, diversity, inclusion, anti-racism, and accessibility

PREFERRED:

- A strong academic background in a Humanities or Social Sciences discipline
- Demonstrated experience with Social Sciences research methods and sources
- Experience supporting the development of diverse, inclusive, accessible learning environments and programming
- Experience serving diverse populations of users
- Experience in collection development, including electronic resource evaluation, monograph selection, and deselection
- Knowledge of statistical analysis methods and tools, and/or data mining and analysis tools
- Knowledge of advanced search techniques to support knowledge synthesis work (such as scoping or systematic reviews)
- Experience using eLearning software (for example Articulate, Camtasia or equivalent)
- Demonstrated high quality academic and/or professional development