

QUEEN'S UNIVERSITY LIBRARY POSITION GUIDE

Position Title: Research & Instruction Librarian (Education)
Department: Education Library
Term: Initial Continuing-Track Appointment
Date: January 2023

DESCRIPTION:

Reporting to the Head Education Librarian and as a member of the Education Library department, the Education Research & Instruction Librarian provides effective, user-centred service for all faculty, students, staff, community members and others served by the library. This includes working closely with the online course development units in the Faculty of Education to support the development and delivery of the Faculty of Education's online, blended, and off-site programs.

The Education Research & Instruction Librarian will provide research, instruction, and collection development support with a focus on increasing the library services and support dedicated to the online programs in the Faculty of Education. As part of a small but highly motivated team, the librarian provides consulting and research services to all Queen's Education researchers; delivers on-site instruction sessions related to Education research and K-12 classroom resources; participates in the development and maintenance of LibGuides, course materials, and other learning objects; contributes to collection development, maintenance, and stewardship activities, including special projects and participates in project groups in the library. The librarian supports the library and Faculty of Education 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:

- Serves as a liaison between the library and the faculty, staff, and students in the Faculty of Education, with responsibilities for supporting the Faculty of Education's in-person and online programs
- Provides effective, user-centred reference services and provides in-depth research and teaching support for faculty, staff and students in the Faculty of Education and related disciplines
- Provides library services and proactive support for the online and blended Education courses. As a liaison for the course development teams, the successful candidate will create and curate resources for online programs, which will include both traditional resources like readings, but also videos and tutorials
- Develops online learning objects that will contribute to research and reference support for students in both the B.Ed and graduate Education programs
- Proactively develops and maintains close working relationships with faculty, instructors, teaching assistants, and course developers in the Faculty of Education's online programs; researches, identifies and/or creates/adapts high-quality digital resources to meet their needs

- Provides Education research support (answers reference questions, helps students, staff and faculty develop and evaluate effective research strategies) both in person and at a distance in an efficient and effective manner
- Responsible for supporting the online programs at the Faculty of Education, including the Continuing Teacher Education, Professional Studies, Graduate Diploma in Education (GDE), Professional Master of Education (PME), Specialized Applied Graduate Experience (SAGE), the Community-Based Indigenous Teacher Education Program (ITEP), the off-site Technological Education Multi-Session program (TEMS), and other off-site and online programs
- Designs, develops and delivers instructional programs to promote effective and efficient Education research for students, faculty, and library staff as required
- Participates in the development and maintenance of web pages, LibGuides, course materials, and other materials
- As part of a team, evaluates and selects education information resources according to collection development policies, acquisitions budget, existing and emerging faculty research and teaching needs, and strategic priorities. Collaborates with library colleagues on print stewardship projects
- Investigates and supports new and emerging Education research methods and needs, particularly those related to data and knowledge syntheses
- 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 users and visitors.
- Participates in open discussion and the development of a small, highly-motivated team who share a commitment to excellent service and the achievement of library goals
- Consults and collaborates with staff across the library system and the Faculty of Education and promotes the vision of a team-based learning organization
- Participates in academic and/or professional development, and service to the university, profession or community; maintains awareness of current developments in librarianship, particularly in areas of expertise and responsibility; identifies best practices.

QUALIFICATIONS

REQUIRED:

- An A.L.A.-accredited Master of Library Science or equivalent degree
- Excellent research skills with proficiency in searching databases and other major information sources such as research handbooks and subject encyclopedias, including the research handbooks, encyclopedias and databases in the field
- Experience with web technologies and/or content management systems (e.g., LibGuides, Drupal)
- Knowledge of information literacy frameworks and standards including best practices in instruction and assessment
- Demonstrated ability to work well in both team-based and self-directed environments and a commitment to developing responsive and enduring relationships with users and colleagues
- Strong problem-solving and organizational skills, including experience carrying out technology-related projects

- Ability to explore, learn, and evaluate new technologies
- Excellent interpersonal, organizational, oral and written communication skills
- Strong service philosophy and a commitment to excellent user experiences
Knowledge of trends in collection development especially in the K to post-secondary education settings
- Commitment to Indigenization, equity, diversity, inclusion, anti-racism, and accessibility.

PREFERRED:

- A graduate degree in Education or a related discipline
- Experience working in an academic or public library
- Experience serving diverse populations of users
- Experience with promoting print and electronic collections, using displays, online galleries, and other creative physical and online methods and tools
- Experience with planning and delivering instruction, preferably in an academic library setting
- Demonstrated experience in collection development, including electronic resource evaluation, monograph selection, and deselection
- Experience with supporting knowledge syntheses, especially systematic and scoping reviews
- Expertise with developing online learning modules and/or objects
- Working knowledge of a second language
- Knowledge, understanding and/or experience of Indigenous scholarship and Indigenous resources for K to post-secondary learning
- Comfort exploring and learning new and emerging research and teaching methods
- Experience with supporting teaching and learning in an online environment, including the demonstrated ability to locate, create, and curate online learning objects (tutorials, videos, etc.)