

Queen's University Library Position Guide

Position Title: Research and Instruction Librarian (Law) & Online Learning Specialist

Unit/Library: Law

Term: Continuing

DESCRIPTION:

Reporting to the Head Law Librarian, Queen's University Library (QUL) as part of the Law Faculty Liaison Unit, and working closely with the Course Development Team at the Faculty of Law, the Research and Instruction Librarian (Law) & Online Learning Specialist plays a key role in supporting the development and delivery of the Faculty of Law's online and blended programs.

Along with supporting traditional legal research, the librarian will also play a key role in exploring and supporting new and emerging legal research methods, particularly those related to data. As part of a highly motivated team, the librarian provides consulting and research services to all Queen's legal researchers; delivers instruction sessions related to legal research; participates in the development and maintenance of web pages, 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 and Faculty of Law. The librarian supports the library and Faculty of Law in aligning our work with the University's anti-racism, diversity and inclusion priorities, and Truth and Reconciliation efforts.

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

RESPONSIBILITIES AND DUTIES:

- **As part of the Faculty of Law's course development team,** Assists with development of online and blended Law courses. As a member of the course development team, creates and curates resource libraries and repositories for online programs, which will include both with traditional resources like readings, but also many other formats, such as simulations.
- Develops online learning objects, assists with all aspects of information resource support for these courses. Provides research and reference support to students in these courses both on-campus and at a distance.
- Proactively develops and maintains close working relationships with faculty, instructors, teaching assistants, and course developers in these programs; researches, identifies and/or creates/adapts high-quality digital resources to meet their needs.
- Participates in program evaluation.
- Possibility of teaching in online programs, depending on areas of expertise and qualifications.

As part of the Library's Law Liaison Unit,

- Provides legal 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 Law, including the Graduate Diploma in Immigration and Citizenship Law and the Undergraduate Certificate in Law.
- Designs, develops and delivers instructional programs to promote effective and efficient legal 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 legal information resources according to collection development policies, acquisitions budget, existing and emerging faculty research and teaching needs, and strategic priorities. Collaborates with unit on print stewardship projects.
- Investigates and supports new and emerging legal research methods and needs, particularly those related to data and artificial intelligence.
- Actively participates in a culture in the Library where diversity, equity and inclusion are valued and recognized.
- Contributes to open and welcoming spaces, collections and experiences for faculty, staff, students and visitors.
- Facilitates open discussion and the development of a highly-motivated team who share a commitment to excellent service and the achievement of unit and library goals.
- Consults and collaborates with staff across the Queen's University Library system and the Faculty of Law 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 M.L.S. degree or equivalent.
- Excellent research skills.
- Legal training or experience as a law librarian.
- Proficiency in legal research methods and using the major Canadian print and electronic legal research resources.
- Experience with web technologies and content management systems.
- Demonstrated ability to work well in both team-based and self-directed environments and commitment to developing responsive and enduring relationships with users and colleagues.
- Demonstrated ability to locate, create, and curate online learning objects.
- Strong problem-solving and organizational skills, including experience carrying out technology-related projects.
- Ability to exploring, learn, and evaluate new technologies.

- Excellent interpersonal, organizational, oral and written communication skills.
- Strong service philosophy and a commitment to effective user experiences.

PREFERRED:

- Expertise in developing online courses and best practices in online learning.
- Experience with institutional, data, or subject repository systems; work experience in a law library.
- Knowledge of research data, ideally within a legal context; understanding of data management infrastructure.
- Knowledge of current online learning applications.
- Comfort exploring and learning new and emerging legal research methods.