

# Employment Opportunity

## Discovery and Systems Librarian

Trent University Library and Archives

Full-Time; Limited-Term (6 month with possibility of extension); Peterborough & Durham Campus

Anticipated Start Date: January 2024

### POSITION OVERVIEW

Reporting to the University Librarian, the Discovery and Systems Librarian:

- Coordinates maintenance of the Omni (Ex Libris Alma and Ex Libris Primo VE) library services platform (LSP), the Leganto resource management system, EZ Proxy, and other library software, as required.
- Local project manager for systems design and implementation of discovery and inventory tools using vendor APIs, and other select projects.
- Coordinates staff training and support for library systems, including documentation.
- Tests, troubleshoots, and resolves matters related to library systems, communicating with stakeholders on recommendations and outcomes.
- Serves as Institutional Lead for Trent University within OCUL Collaborative Futures.
- Makes recommendations for budget expenditures relating to library systems and software needs.
- Gathers statistical data and reports to inform policy, and to support the collection of data and reporting of CARL, OCUL, and other requested statistical sets.
- Participates on committees, working groups, and project teams to contribute to the development of both Library & Archives and University strategic initiatives and projects.
- Works collaboratively with the Scholarly Resources Librarian on developing, reviewing, and refining procedures and documentation for acquisitions, cataloguing, and print and electronic serials management, and for delivering training for these areas.
- May occasionally be required to work non-standard hours for system implementation and upgrades, and/or to resolve system issues.

### QUALIFICATIONS

Required:

- Masters degree in Library & Information Science or equivalent from an ALA accredited institution
- 1-3 years' experience working with an integrated library system or library services platform.
- Experience troubleshooting and solving technical problems

Preferred:

- Experience as a library administrator with Ex Libris Alma or similar library service platform
- EZ Proxy maintenance experience

## ABOUT TRENT UNIVERSITY

Trent University respectfully acknowledges that we are located on the treaty and traditional territory of the Mississauga Anishinaabeg. We offer our gratitude to First Peoples for their care for, and teachings about, our earth and our relations. May we honour those teachings.

Trent University is one of Canada's leading primarily undergraduate universities. Trent's Peterborough campus boasts award-winning architecture in a breathtaking natural setting on the banks of the Otonabee River, just 90 minutes from downtown Toronto. The Durham GTA campus offers a close-knit community, conveniently located in Oshawa, 40 minutes from downtown Toronto. Consistently recognized nationally for leadership in teaching, research, and student satisfaction, Trent attracts excellent students from across the country and around the world.

Trent University Library & Archives (TULA) is a central hub of academic life and research at Trent University. Joining a vibrant community at Trent where we aspire to achieve equity and diversity in all areas, the successful candidate will be expected to show evidence of a commitment to EDI and the promotion of a collegial and supportive working environment.

## TERMS OF APPOINTMENT AND SALARY

This is a full-time limited term appointment. It is anticipated that the appointment will be made within the ranks of Librarian I to II. The position includes a competitive and comprehensive benefit package.

Librarians at Trent University are members of the Trent University Faculty Association (TUFA - <https://www.trentfaculty.ca/>) The TUFA Collective Agreement and salary grid can be found at <https://www.trentu.ca/humanresources/human-resources-services/labour-relations>

## APPLICATION DEADLINE

Applications are due by 4:00 pm on December 13, 2023

## APPLICATION PROCESS

Interested candidates must supply the following as a single PDF attachment:

- a letter of application that clearly outlines how you meet the position requirements as well as all relevant skills and experience pertaining to the position's duties
- curriculum vitae, which includes a statement of your citizenship
- the names, email addresses and telephone numbers of three persons who may be contacted for professional references

And

- a completed [Trent University Self Identification Form](#)

The Library hiring process involves evaluating applications against the qualifications listed above. Applicants are encouraged to explicitly indicate in their application how their skills and experiences support the qualifications listed above.

Candidates should apply in confidence by email to [libraryadministration@trentu.ca](mailto:libraryadministration@trentu.ca) attention Emily Tufts, University Librarian.

Trent University is committed to creating a diverse and inclusive campus community. All qualified candidates are encouraged to apply; however, Canadian citizens and permanent residents will be given priority. Preference will be given to qualified candidates from underrepresented groups including women, Indigenous People (First Nations, Inuit and Métis), persons with disabilities, members of visible minorities or racialized groups and LGBTQ2+ people.

Trent University offers accommodation for applicants with disabilities in its recruitment process. If you require accommodation during the recruitment process or require an accessible version of a document/publication, please contact [libraryadministration@trentu.ca](mailto:libraryadministration@trentu.ca).

While the University appreciates all applications, only candidates selected for an interview will be contacted.