



Position Vacancy

Title: Learning & Liaison Librarian (Limited Term Appointment)

Start Date: September 1, 2026

End Date: August 31, 2027

Primary Location: Trent University, Durham GTA Campus, Oshawa, Ontario

Secondary Location: Trent University, Peterborough, Ontario (as required)

Rank: Librarian I-II, commensurate with experience

Annual Salary: \$95,999 to \$106,612.86 (2025-26 rates)

Trent University Library and Archives invites applications from self-directed, innovative, and collaborative librarians for the position of Learning & Liaison Librarian. This is a 12-month Limited Term Appointment with possibility of renewal, primarily based at the Trent Durham GTA campus in Oshawa. Reporting to the University Librarian, the successful candidate will play a central role in supporting teaching, learning, and research at this growing campus, with service responsibilities on the Peterborough campus as required.

Trent University is one of Canada's leading primarily undergraduate universities. The Durham GTA campus offers a close-knit, student-centred academic environment in Oshawa, located approximately 40 minutes east of downtown Toronto, with strong connections to the surrounding community and region. Trent's Peterborough campus, situated on the banks of the Otonabee River, complements this by providing a broader institutional context known for its award-winning architecture and natural setting. Consistently recognized nationally for excellence in teaching, research, and student experience, Trent attracts outstanding students from across Canada and internationally.

Trent University Library and Archives provides collections and services fundamental to academic success, innovation, the advancement of knowledge, and lifelong learning. With a collaborative team of librarians and staff working across both campuses, the Library and

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Archives partners with faculty, students, and campus units to deliver responsive and inclusive services, with particular attention to the evolving needs of the Durham GTA campus.

Librarians are members of the Trent University Faculty Association (TUFA).

Position Description

Reporting to the University Librarian, and as a member of the Learning & Liaison team, the Librarian delivers integrated teaching, research, and collection services for the Trent University School of Business as well as all programs offered at the Trent Durham Campus. The Librarian delivers information literacy instruction in all formats and settings, provides general and subject-specific reference and research consultation services, and develops and manages collections in all formats. Support for institutional quality assurance processes includes comprehensive analysis and assessment of collections and services for program reviews, accreditations, and proposals.

Outreach and engagement are central, and the Librarian cultivates relationships with campus stakeholders to develop collections, services, and programs that meet evolving user needs. As the first point of contact for students and faculty, the Librarian makes informed referrals to specialized research and teaching support services, and collaborates with other departments to align collections, instructional services, and research supports.

The Librarian provides leadership and coordination for the Learning & Liaison team's e-learning initiatives and coordinates user experience and outreach initiatives across both campuses, including orientation and other outreach programs. As a member of the Durham Campus Library & Learning Centre team, the Librarian supports day-to-day operations and provides leadership for Library staff and student workers as required.

Core Duties

Leadership & Administration

- Provide planning, coordination, and leadership for the Learning & Liaison Team's e-learning initiatives, including coordinating the development, delivery, assessment, and promotion of online information literacy instructional materials and content.

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- Coordinate user experience and engagement initiatives across both campuses, cultivating partnerships with key campus stakeholders and coordinating Library & Archives contributions to orientation, recruitment, and other outreach programs.
- In collaboration with the Manager, Library Services, support staff and student workers in the context of service delivery and day-to-day operations at the Durham Campus Library and Learning Centre.
- Contribute to clear service documentation, user guidelines, and continuous improvement.

Budget Management

- Manage acquisitions spending within assigned budget allocation for subject liaison areas, under the direction of the Scholarly Resources Librarian.
- Recommend purchases and expenditures to support program delivery, promotional materials, outreach and engagement initiatives, displays and exhibits.

Teaching & Learning Support

- Plan, deliver, and assess library instruction in all formats and settings, including curriculum-integrated information literacy instruction, co-curricular workshops, and self-directed guides, tutorials and modules, within assigned subjects or disciplinary portfolios.
- Collaborate with faculty and campus partners to contribute to program and course development, academic quality assurance processes.

Reference, Research & Scholarly Communication Support

- Provide general and subject-specific reference and research consultations in person and online.
- Support student and faculty researchers with expert guidance on search strategy development, literature search, source evaluation, and citation management.
- Advise researchers on scholarly communication, open access, copyright, and knowledge mobilization across the research lifecycle.
- Make informed referrals to specialized research services as needed.

Collection Management

- Selection, evaluation, assessment, and de-selection of resources in all formats within assigned disciplinary portfolios.

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- Analyze collection holdings, usage, and curricular alignment to support collection management and academic quality assurance processes.
- Coordinate with colleagues on shared collection strategies supporting teaching, learning, and research.

Technology & Systems

- Contribute to effective use of discovery, e-learning, and research support tools and platforms.
- Develop and maintain online guides, tutorials, and other learning resources.
- Support the maintenance of the library website.

Outreach & Engagement

- Proactive outreach to faculty, students, and campus partners to align collections, services, and programs.
- Promote library services and resources through targeted communications and engagement activities.
- Represent the Library & Archives on campus and university committees, working groups.

Professional Service & Scholarly Activity

- Participate in Library, University and consortia committees, task forces, and working groups.
- Keep abreast of developments in the profession, pursuing professional development opportunities to remain current in pedagogy, research support, knowledge mobilization, and relevant legal and ethical frameworks within assigned disciplines and service portfolios.
- Engage in scholarly research and contribute to professional organizations as appropriate.

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Qualifications

Education

- A Master's degree in Library and Information Studies from an ALA-accredited institution or equivalent.

Professional Expertise

- Experience working in academic libraries;
- Knowledge of and demonstrated commitment to equity, diversity, inclusion, anti-racism, accessibility, and decolonization/Indigenization practices, ideally within academic environments;
- Knowledge of library resources in social sciences, with an emphasis on business administration desirable;
- Demonstrated experience providing reference and library instruction services;
- Demonstrated experience developing, implementing, and evaluating instructional or training materials;
- Knowledge of a variety of delivery methods and education technologies to support instructional and student learning needs;
- Experience with tools such as Blackboard or other learning management systems;
- Experience with content creation software such as H5P, video recording, and editing tools;
- Demonstrated experience of outreach and engagement, including relationship-building with diverse stakeholders, ideally within an academic library setting;
- Knowledge of acquisitions processes, including managing spending and recommending purchases to support collections, programming, and outreach;
- Knowledge of collection management principles, including selection, evaluation, assessment, and de-selection of resources across formats within assigned subject areas.

General Competencies

- Demonstrated ability to interact productively and work collaboratively with diverse stakeholders;
- Demonstrated ability to handle multiple priorities, tasks, and projects;
- Excellent communication skills;
- Strong analytical and creative problem-solving skills.

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Salary & Benefits

It is anticipated that the appointment will be made at the rank of Librarian I-II, commensurate with experience, with an annual salary range of \$95,999 to \$106,612.86 (2025-26 rates). The position includes a competitive and comprehensive benefits package.

Application Procedure

Interested candidates must supply the following in **one (1) single PDF attachment**:

- a covering letter of interest;
- curriculum vitae, which must include a statement of your citizenship;
- the names, email addresses, and telephone numbers of three professional references.

The Library & Archives 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 professional expertise and competencies qualifications listed above.

Candidates are encouraged to supply a completed [Trent University Self-Identification Form](#), which may be submitted as a separate attachment.

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

Applications must be received by no later than 4:00 p.m. on July 14, 2026.

Trent University is actively committed to creating a diverse and inclusive campus community. Trent regards equity and diversity as an integral part of academic excellence and is committed to accessibility for all employees. We encourage applications from women, persons with disabilities, Indigenous peoples, racialized people, persons of minority sexual orientation or gender identity, and others who may contribute to the further diversification of ideas and enrichment of our community. All qualified candidates will be considered, but in the event the top candidates are considered relatively equal, the candidate in an underrepresented group shall be given priority. Trent University offers accommodation for applicants with disabilities in its recruitment processes. If you require accommodation during the recruitment process or require an accessible version of a document/publication, please contact libraryadministration@trentu.ca.

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All qualified candidates are encouraged to apply; however, Canadian citizens and permanent residents of Canada will be given priority. Only selected candidates will be contacted.

We respectfully acknowledge that we are on the 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

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