

The University of Toronto is committed to diversity in its community. The University welcomes applications from visible minority group members, women, Aboriginal persons, persons with disabilities, members of sexual minority groups, and others who contribute to the diversification of ideas.

POSITION OPEN

POSITION: EAL & CHKL Public Service Librarian (Librarian I, permanent Stream)

DEPARTMENT: Cheng Yu Tung East Asian Library (50%), Richard Charles Lee Canada-Hong Kong Library (50%), University of Toronto Libraries

DATE REQUIRED: As soon as possible

Position description

The successful candidate will provide a wide range of professional services to support the academic activities of faculty and students in East Asian studies. Under the supervision of the EAL & CHKL library directors, the incumbent will be responsible for coordinating public services and outreach activities, which includes, but is not limited to participating in EAL & CHKL reference services and patron orientation/information literacy instruction sessions as well as library tours, hiring, training and supervising regular staff and student employees; communicating with faculty to address their access needs; maintaining faculty course reserve materials; handling patrons' issues related to fines, etc. and creating/maintaining EAL & CHKL online access services information.

Other responsibilities may include assuming responsibility for EAL & CHKL collection development, assisting subject librarians with material acquisition in certain subject areas and regions including e-book acquisitions, monitoring budget spending in an assigned area of collection development and managing the activities related to gift donations and material exchanges.

Required Qualifications:

- Applicants must be graduates of an accredited library school with an MLS/MIS degree or acceptable equivalent
- In-depth knowledge related to one or more fields of East Asian Studies
- Demonstrated knowledge of China studies as an academic discipline, familiarity with East Asian
- Understand the trends of scholarly publishing and commitment to supporting scholarly needs in East Asian studies
- Strong service orientation, and dedication to library public service
- High level of professional competency in written and spoken English and Chinese, and working knowledge of Japanese and Korean
- Fluent in Cantonese
- Knowledge of Pinyin and Wade-Giles Romanization systems and major bibliographic utilities (OCLC, Sirsi preferred)
- Must be able to work cooperatively with colleagues as a collegial member of the Canada-Hong Kong Library and East Asian Library teams

- Highly self-motivated, and demonstrated initiative, flexibility, and ability to work effectively under pressure, and adaptability to a rapidly changing environment
- Must be able to provide responsive, timely and proactive services
- Must possess excellent communication and interpersonal skills
- Strong planning, organizational, supervisory, problem-solving skills
- Strong technical skills, with knowledge of social media application and web content management

Preferred Qualifications

- At least one year of professional experience in an academic library, with relevant knowledge of public services
- A graduate degree in East Asian studies or related areas
- Working experience in acquisition and reference, public services in an academic library
- Experience in a supervisory position in a unionized environment
- Instruction experience in an academic library

Salary and Terms of Appointment:

Experience and qualifications determine salary and appointment level. **This is a permanent status position.**

Librarian I: \$58, 100

NOTE: Librarians at the University of Toronto are members of the University of Toronto Faculty Association.

How to Apply:

Please send letters of application, curriculum vitae and the names of three referees to Library Human Resources at utlhr@utoronto.ca or to Robarts Library, 130 St. George Street, Toronto, Ontario M5S 1A5, or by fax to 416.946.5543. At least two of the referees should be supervisory.

Please send a single electronic file (MS Word or pdf with a file name convention of Surname,FirstName – EALCHLKLlib. **The deadline for applications is August 13, 2013.**

All qualified candidates are encouraged to apply; however, Canadians and permanent residents will be given priority. The University of Toronto Libraries thank all applicants for their interest, however, will only be contacting those applicants selected for an interview.

University of Toronto Libraries:

The University of Toronto is a major public research institution with a student body of over 67,000 full and part-time students and over 7,000 faculty members who teach and perform research in hundreds of different disciplines. The University of Toronto Libraries, which is the largest academic library in Canada and ranked third in North America, supports teaching and research in all disciplines through service and outreach, excellent collections and access to extensive digital resources and services.

Cheng Yu Tung East Asian Library

The East Asian Library (EAL) is one of the major research libraries for East Asian Studies in North America. It has a collection of over half a million volumes, and also holds resources in electronic, multi-media and other formats. It supports teaching, learning and research on East Asian studies on all campuses of the university.

Richard Charles Lee Canada-Hong Kong Library

The Canada-Hong Kong Library (CHKL) features a unique research collection on Canada-Hong Kong studies and an active outreach program. The library provides resources and services to accommodate the continuous growth of research interest in Hong Kong, its relations to Canada and other regions in the world, and Chinese Canadians.

University of Toronto Library System: <http://onesearch.library.utoronto.ca/>

University of Toronto: <http://www.hrandequity.utoronto.ca/site3.aspx>

Policies for librarians: <http://www.hrandequity.utoronto.ca/about-hr-equity/policies-guidelines-agreements.htm#agreements>

University of Toronto Faculty Association: <http://www.utfa.org/>