



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

POSITION OPEN

POSITION: Public Service Librarian (Librarian I or II, 7 month term)

DEPARTMENT: East Asian Library, University of Toronto Libraries

DATE REQUIRED: As soon as possible

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.

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.

Learn more about the University of Toronto Library System: <http://onesearch.library.utoronto.ca/>

Learn more about the University of Toronto: <http://www.hrandequity.utoronto.ca/home.htm>

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

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

Position description:

The successful candidate will work as part of the East Asian Library (EAL) team to provide a wide range of professional services in order to support academic activities of faculty and students in East Asian studies. Under the supervision of the library director, the incumbent will be responsible for coordinating access services, which includes but is not limited to 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 online access services information. Other responsibilities will include assuming responsibility for EAL 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, managing the activities related to gift donations and material exchanges and processing incoming and outgoing exchange materials with our 25 exchange partners and participating in EAL reference services and patron orientation/instruction sessions as well as library tours.

Required Qualifications:

The successful candidate will have:

- An ALA-accredited Master of Library or Information Science degree or 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 scholarly publishing, understanding of 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 Chinese, and working knowledge of Japanese and Korean
- 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 East Asian Library team
- 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

Preferred Qualifications:

The successful candidate will preferably have:

- At least one year of professional experience in an academic library, with relevant knowledge of public services

Salary and Terms of Appointment:

Salary and appointment level are based on experience and qualifications. It is anticipated that this contract position will be filled at the Librarian I or II level, subject to review.

<p>NOTE: Librarians at the University of Toronto are members of the University of Toronto Faculty Association.</p>

How to Apply:

Librarians interested in applying for this position should submit their letters of application, curriculum vitae and the names of three referees in a single electronic file (in PDF format, with the file name convention as follows: SurnameFirstNameUTLPublicServiceEAL.pdf) 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 by **September 1, 2012**.

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, only those applicants selected for an interview will be contacted.