



UNIVERSITY OF TORONTO LIBRARIES

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: Outreach and Public Service Librarian (Librarian I, one-year term)

DEPARTMENT: Richard Charles Lee Canada-Hong Kong Library, University of Toronto Libraries

DATE REQUIRED: As soon as possible

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 fourth in North America, supports teaching and research in all disciplines through service and outreach, excellent collections and access to extensive digital resources. The Richard Charles Lee Canada-Hong Kong Library has been named in honour of Richard Charles Lee, one of the foremost Hong Kong businessmen and philanthropists of his day. The facility features a unique research collection on Canada-Hong Kong studies, quiet study space, and seminar areas. It provides resources and space to accommodate the continuous growth of research interest in Hong Kong, and its relation to Canada and other regions in the world.

RESPONSIBILITIES:

- Plan and coordinate outreach events, such as conferences, seminars, exhibitions, open houses and the visiting scholar program. Also need to liaise with faculty members in related fields to develop strategic communication and embedded information literacy.
- Organize and maintain the Library website in an innovative and creative manner.
- Document and make accessible Library events, such as video recordings, conference papers and other related materials. Using T-Space or other Open Access tools, facilitate the publications of the Library's and faculty members' academic/research activities.
- Select and acquire materials proactively to support the teaching and research of Hong Kong, Canada-Hong Kong relations, and Chinese Canadian studies.
- Correspond with vendors, and gift-in-kind donors, to request and select appropriate materials.
- Provide day-to-day supervision and coordination of the library operations including supervising student assistants and access staff.
- Supervise and conduct special research projects with work study students, practicum students and summer interns.

QUALIFICATIONS: MLIS/MIS graduate or equivalent from an ALA-accredited library school required; degrees related to Hong Kong and/or Chinese Canadian studies preferred; excellent reading and writing in English and Chinese, as well as fluent verbal communications in English, Cantonese, and professional communication in Mandarin required; instructional, event coordination and supervisory experience preferred. Applicant should be familiar with emerging instructional, technological and library trends in an academic environment, including web 2.0 technology and social networking applications; highly diplomatic in communications; an excellent team player; attentive to details, and should possess excellent skills in Pinyin Romanization; must also be able to work flexible hours (evenings and weekends). Applicant must have excellent interpersonal, organizational and problem-solving skills, and the ability to work effectively and creatively in a collaborative service-oriented environment; and must have a commitment to improve outreach service to the UofT and wider community through enhanced access to collections and improved service.

MINIMUM SALARY: Salary and appointment level based on experience and qualifications.
Librarian I: \$54,600.00 per annum

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

Librarians interested in applying for this position should submit their letters of application, curriculum vitae and the names of three referees in writing 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. Review of applications will begin by November 4, 2011, and position will remain open until filled.

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.