

THE UNIVERSITY OF BRITISH COLUMBIA LIBRARY

POSITION DESCRIPTION

DIVISION AND SECTION: Library – Okanagan Campus **REVIEWED:** March 2019

LIBRARY POSITION #: 00044379 **Employee:**

CLASSIFICATION: (FACULTY) Librarian **Supervisor:** Associate Chief Librarian

LIBRARY POSITION TITLE: Faculty of Management Librarian **Human Resources:**

SUMMARY OF RESPONSIBILITY:

The Faculty of Management Librarian is responsible for the coordination of library services and collections for the Faculty of Management on the Okanagan Campus. The Librarian coordinates and participates in the provision of in-depth reference and information services for the Faculty; coordinates ongoing development of management collections to support students, faculty and staff; provides web-based and classroom instruction and assistance in use of information resources; and participates in the development and delivery of other Faculty initiatives. The Faculty of Management Librarian is a valued member of the Okanagan Library and participates in the development and delivery of Library policy, procedures and services. Assumes responsibility for coordination and management of staff, services and projects, as required. Evening and weekend work may be required. The nature and scope of responsibilities for this and other Library positions are expected to change as the Library organization evolves.

Qualifications:

Graduate degree from an accredited school of library, archival or information science, or equivalent internationally accredited degree. An academic background in a related discipline or equivalent knowledge gained through practical experience is required. Demonstrated ability to work effectively both independently and in a team environment. Excellent written/verbal communication, analytical, organizational and interpersonal skills, and demonstrated ability to build and foster relationships with external partners and work effectively with senior leaders. Ability to set priorities and provide analysis, and to strategize options to ensure success of projects and processes. Flexibility and willingness to assume a variety of assignments. Evidence of entrepreneurial and creative approaches to problem solving. Commitment to evidence-based practice. A strong interest in inclusion, equity and diversity, and the challenges of education in a global context is essential. Familiarity with computer technology, electronic services and information resources used in an academic environment are required.

Public service and instructional experience in an academic library, or equivalent experience, is desirable.

Relationships:

Reports jointly to the Associate Chief Librarian at UBC's Okanagan campus Library and the Dean, Faculty of Management, UBC's Okanagan campus. Coordinates activities with other Librarians at UBC's Okanagan campus and collaborates with Librarians throughout the UBC Library system. Works closely with colleagues in other units within UBC. Works with faculty, students, staff and the public. Works with international and national partners of the Faculty of Management and of UBC more widely.

DUTIES:Reference and Research Services:

1. Provides in-depth reference and research services for Management disciplines and participates in a general on-call rota to provide reference and research services to UBC Okanagan Campus students, staff and faculty members. Collaborates with UBC Vancouver Campus librarians to provide services to UBC faculty, staff and students and members of the public, as required. Provision of these services may take place on campus or remotely.
2. Liaises with Faculty of Management researchers and students conducting research.
3. Provides training and back up for Library Services Assistants
4. Participates in the monitoring and maintenance of UBC Okanagan Campus Library print and electronic reference collection.
5. Works with other staff to develop and maintain the UBC Okanagan Campus Library presence on the UBC Library web pages and throughout UBC, as appropriate.

Teaching and Orientation:

1. Teaches classes to students, faculty, staff and the public on information literacy and the use of the Library's resources, including the Library's catalogue, print resources and e-resources. May also provide instruction in the use of software that assists users in managing the results of their information retrieval process.
2. Undertakes development of specialized instructional programs and workshops including planning, designing and organizing; using various formats for presentation; and assessing outcomes.
3. Participates in orientation tours and Library instruction programs.
4. Prepares learning objects, including online tutorials, research guides and informational hand-outs or brochures in collaboration with UBC's Vancouver Campus Library.
5. Provides instruction/presentations to faculty and students (in the Library, online and within the Faculty).
6. Offers research consultations to students engaged in experiential and case-based learning activities.

Faculty Liaison:

1. Initiates and maintains contact with Management faculty members.

2. Liaises with faculty on issues of copyright, collection development and management, and on issues related to properly archiving research outputs.
3. Works with faculty on the development and delivery of information and research modules, services and courses or workshops and course readings for students.
4. Attends faculty meetings and events and participates in faculty committees as appropriate.
5. Responds to requests for Library involvement in accreditation, new course proposals, etc. in consultation with the Associate Chief Librarian. Provides support for curriculum and course design and/or redesign within the Faculty of Management.
6. Liaises with, and provides information and research support for campus and community-based researchers as appropriate in the Regional Socio-Economic Development Institute of Canada, entrepreneurship@UBC, Innovation UBC (Kelowna Hub), and in related UBC research institutes.

Collection Development and Management:

1. Responsible for the selection of new resources in consultation with other UBC Librarians and Faculty representatives.
2. Participates in the development and application of criteria for the review of electronic subscriptions, transfer of print materials to storage and weeding.
3. In consultation with other UBC Librarians, participates in the evaluation of potential gifts-in-kind to the Library at UBC's Okanagan campus.

Diversity, Equity and Inclusion:

1. Assists with the continued development of a Faculty and Library climate and culture that supports and celebrates diversity.
2. Serves in an advisory capacity to the Faculty of Management and the UBC Okanagan Library to meet diversity goals outlined in their respective strategic plans.
3. Collaborates with the UBC Okanagan Equity and Inclusion Office, International Programs and Services, and other campus groups to build and contribute to relevant networks and cross-campus initiatives.

Supervision and Administration:

1. May be required to supervise staff or student employees.

Library Liaison:

1. Represents the UBC Okanagan campus Library on Library committees and task forces.
2. Participates on the Innovation Library Steering Committee
3. Liaises with Librarians in other areas of the UBC Library system.
4. Maintains an awareness of new literature and research developments in areas of specialization and emerging trends in academic libraries.
5. Keeps abreast of developments in public services across UBC Library and more widely.

Other Activities:

1. Identifies best practices and implements as appropriate.

2. Participates in professional and university-wide initiatives.
3. Seeks funding opportunities and completes grant applications within UBC's Okanagan campus Library portfolio and in collaboration with UBC's Vancouver campus.
4. In collaboration with other UBC librarians, participates in assessment and consultation processes relating to collection development, space and service design, staffing, and other related areas.
5. Performs other duties as assigned.

STANDARDS OF PERFORMANCE:

- Provision of competent, professional library services.
- Effective, co-operative working relationships with support staff, colleagues and management at UBC's Okanagan campus and, more generally, across UBC.
- Flexible, innovative approaches to problem solving.
- Effective focus on important issues and demonstrated ability to balance a multitude of responsibilities.
- Current knowledge of Library policies, practices and procedures and appropriate interpretation of these to staff and users.
- Effective application of current developments in information resources.