

## Job Description

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<b>Job Title:</b>	Liaison Librarian
<b>Department:</b>	Library
<b>Reports To:</b>	Head, Information Services and Resources (ISR), Dana Porter Library or Head, Information Services and Resources (ISR), Davis Centre
<b>Jobs Reporting:</b>	None
<b>Salary Grade:</b>	10-13
<b>Effective Date:</b>	June 2022

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### **Primary Purpose**

The University of Waterloo Library is the campus's partner in learning, research and innovation. Its two main locations and three satellite spaces act as interdisciplinary hubs, bringing together the knowledge, expertise and resources needed by our diverse campus community. The University was built for change and the Library exemplifies Waterloo's agility as we continuously transform our approaches to creating, discovering, using, sharing and preserving information. With a commitment to open and equitable access to information, we equip researchers and students with the critical research skills to improve our world as active citizens, creative problem solvers and agile leaders. All of our work is done with a strong commitment to equity, diversity, inclusion and accessibility.

With assigned responsibilities for one or more academic departments/schools/programs or strategic areas of specialization, liaison librarians support research, teaching and lifelong learning by developing and delivering effective instructional activities, providing expert research and information services, and developing and curating collections to meet research and learning needs. Liaison librarians are engaged in keeping the campus community informed about scholarly communication developments and this role undertakes service and leadership activities locally, regionally, nationally, and internationally.

### **Key Accountabilities**

#### **Teaching and learning**

- Maintains currency in adult education and pedagogy approaches that translate and integrate into conversations with instructors and instructional practices
- Develops, delivers, and assesses library instructional content in a variety of learning approaches and modes
- Monitors curricular changes and engages with instructors to ensure there is alignment and integration of library teaching with course content and learning objectives
- Collaboratively develops and delivers instructional content with instructors, other librarians, academic support units and campus groups

#### **Research and information services**

- Delivers information/reference services in alignment with service standards
- Maintains current knowledge of research methods and tools in assigned liaison areas
- Consults and refers to other campus experts to support the research workflows of faculty, graduates, and undergraduates
- Educates and informs faculty, staff, and students about scholarly communication issues and the responsible use of resources in an academic setting

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- Maintains currency in scholarly issues to be able to speak knowledgeably with researchers

### **Liaising and engagement/outreach**

- Liaises with assigned departments or campus groups, building good working relationships and acting as a conduit between the Library and departments/schools/programs
- Communicates library services and resources through a variety of channels to campus
- Collaboratively engages in the activities that support disciplinary research, teaching and learning

### **Collection development and curation**

- Leads the development and assessment of library collections in assigned areas of responsibility
- Aligns collection policies with teaching, learning and research needs and ensures a robust and inclusive collection
- Selects departmental/fund specific monographs and serials in all formats
- Manages assigned collection budgets
- Collaborates on jointly funded purchases
- Collaborates on the acquisition and management of research tools

### **Professional and community service and research**

- Contributes professional expertise in service activities that benefit the Library, the University, professional or off-campus communities through, for example: participating on teams, committees, and other work groups; undertaking cooperative initiatives in partnership with university colleagues; participating in training or teaching programs
- Advances academic librarianship and the academic library community through participation in provincial, regional, national, and international organizations and consortia (e.g., OCUL, CARL, ARL, CRKN, CNI)
- Contributes to the goals and strategic initiatives of the Library
- Participates in professional development and research activities that advance professional growth
- Coaches, mentors, and supervises other ISR staff
- Demonstrates strong leadership, including a commitment to equity, shared responsibility, and accountability
- Fosters commitment to organizational goals and/or strategies by creating a positive environment within which people are motivated towards the achievement of individual and/or group goals

### **Specialized expertise**

- In response to the University and/or Library's strategic priorities, shares knowledge in an academic discipline or area of professional specialization
- Actively participates on specialized teams or working groups to support the unique needs and strategic goals of the University and the Library
- Provides training in areas of expertise

*\*All employees of the University are expected to follow University and departmental health and safety policy, procedures and work practices at all times. Employees are also responsible for the completion of all health and safety training, as assigned. Employees with staff supervision and/or management responsibilities will ensure that assigned staff abide by the above, and actively identify, assess and correct health and safety hazards, as required.*

## **Required Qualifications**

### **Education**

- A Master's degree in library, archival or information studies from an ALA- accredited or equivalent institution

### **Experience**

- Academic background and/or applicable knowledge of specific liaison portfolios demonstrated through undergraduate or advanced degree coursework or work experience
- Demonstrated experience providing a user-centred vision and practice of library services
- Experience developing, delivering, and assessing instructional content and learning objectives and/or outcomes
- Experience analyzing information and making recommendations or decisions based on that analysis
- Experience with communication technologies
- Experience managing projects
- Experience managing collections budgets

### **Knowledge/Skills/Abilities**

- Excellent written and oral communication skills
- Knowledge of best practices in adult education and online learning pedagogies
- Understanding of the principles and current issues in collection development and curation
- Excellent organizational, analytical, and problem-solving skills
- Time management skills, and the ability to balance multiple responsibilities, and adjust according to changing priorities
- Ability to create, sustain and enhance effective working relationships and partnerships
- Commitment to professional and service activities such as participation in library organizations and consortia
- Creative, flexible, adaptable thinker
- Dedicated to cultivating an inclusive environment that recognizes barriers faced by people and encourages and incorporates contributions from diverse groups and individuals
- Contributes to the Library's sense of community and encouragement of equitable and balanced involvement in decision making
- Commitment to continued learning and growth, including the ability to develop expertise in the field of librarianship and act as a resource to the department and library community
- Ability to promote the Library and its services to clients and present a positive image of the Library to clients
- Ability to understand and respond to priorities and trends in the Library and University environments
- Knowledge of Library resources and services and their application to advance research and scholarly communication on campus
- Knowledge of current issues in scholarship and librarianship and ability to communicate effectively in the academic community

### **Assets**

- An additional graduate degree in a discipline related to specific liaison portfolio(s) is highly desirable
- Experience in an academic library
- Knowledge of current practices and trends in the areas of interest to the specific liaison portfolio(s) including a basic understanding of research methodologies in the portfolio subject areas
- Experience with information service delivery

- Demonstrated experience leading and managing staff

### **Nature and Scope**

- **Contacts:** Internally, communicates with library employees in all departments to carry out liaison responsibilities. Externally, communicates frequently with campus and consortia partners to build relationships and execute work
- **Level of Responsibility:** Delivers information services; develops and delivers library programming in support of learning and research; responsible collection decision making and accountable for acquisition funds in liaison areas and areas of specialization. Responsible for the development and maintenance of relationships with instructors, researchers, campus and consortia partners. Provides coaching and mentoring in areas of expertise. Maintains awareness of trends and contributes to the identification and achievement of strategic goals and objectives
- **Decision-Making Authority:** Decision-making and problem-solving are required in all areas of responsibility. As required, consults with department heads and others across campus
- **Physical and Sensory Demands:** Minimal exposure to disagreeable conditions typical of an office environment
- **Working Environment:** Minimal exposure to disagreeable conditions typical of an office position, exposed to stress and pressure associated with responsibilities. There may be work hours outside of normal operating hours, time-sensitive activities, and competing priorities, as well as occasional travel for professional development and networking purposes