

QUEEN'S UNIVERSITY LIBRARY POSITION GUIDE

Position Title: Business & Social Sciences Librarian

Library/Department: Stauffer Library, Humanities, Business & Social Sciences

Term: Initial Continuing Track Appointment

Date: May 2025

DESCRIPTION

Reporting to the Head Humanities, Business and Social Sciences Librarian, and working as part of a highly collaborative interdisciplinary team, the Business and Social Sciences Librarian serves as the library's liaison to the Smith School of Business and related social science departments. As the primary liaison with faculty, staff and students, the Business and Social Sciences Librarian provides reference, research and instructional services, including:

- developing, delivering and evaluating curriculum-integrated information literacy programs and general instruction programs;
- designing and delivering reference, instruction and promotional materials, including web pages, online tutorials and research guides;
- undertaking collection development and print stewardship activities in assigned subject areas;
- conducting research consultations with users;
- developing and cultivating relationships as appropriate.

Working with colleagues across the library system, the librarian consults, collaborates and shares a commitment to professional delivery of services while actively working to achieve the library's goals and objectives. In addition, the librarian supports the library in aligning our work with the University's anti-racism, diversity and inclusion priorities, and Truth and Reconciliation efforts.

RESPONSIBILITIES AND DUTIES

Working as a member of the Humanities, Business and Social Sciences team, provides effective, user-centered reference services to students, faculty, and researchers.

Serves as the library's liaison to the Smith School of Business and related social science departments and programs as assigned, which may include disciplines such as economics, employment relations studies, psychology or others depending on interest and departmental needs. May serve as back-up for other social sciences disciplines.

Cultivates partnerships and seeks opportunities to collaborate and establish productive relationships with library colleagues, departmental faculty, staff and students to support teaching, learning and research.

Provides research consultations and supports faculty and students with business data research needs, including assisting researchers with locating, evaluating and using business data resources.

Develops, delivers, and evaluates curriculum-integrated information literacy programs and general instruction programs, using innovative pedagogical approaches, in consultation with faculty and students and in collaboration with other librarians.

Provides reference and research support to classes, groups and student clubs that require business-related resources, including supporting industry and market research.

Creates reference, instruction, and promotional materials, including online learning objects such as videos, online tutorials, and research guides in assigned subject areas and for general instruction.

Maintains awareness of a wide variety of research tools, methodologies and resources appropriate for scholarly research, including citation management, knowledge or evidence synthesis, data analysis, and generative AI. Works closely with colleagues in research data management and open scholarship.

Participates in the on-going collection management, development and evaluation of business and social sciences resources, including specialized databases and datasets.

Actively participates in open discussion and teamwork within the department to support a cohesive and highly motivated team who share a commitment to user services and the achievement of service goals and objectives.

Contributes to a culture in the library where diversity, equity and inclusion are valued and recognized. Contributes to open and welcoming spaces, collections and experiences for faculty, staff, students, and visitors.

Engages in professional development and participates in meetings, seminars, workshops and conferences, and reports on new developments and trends. Embraces self-directed learning.

Participates in service to the Library, University, profession, or community through committees, working groups, teams, projects and other initiatives.

Contributes to special projects or temporary assignments as required.

QUALIFICATIONS

Required:

- An ALA accredited MLS/MLIS degree or equivalent
- Completion of an undergraduate or graduate degree in business or related field or experience working as a business librarian in an academic, public or corporate setting
- A minimum of three years relevant professional experience in an academic, public or corporate library
- Experience in collection development, including electronic resource evaluation, monograph selection, and deselection
- In-depth knowledge of business information resources, both print and online, including knowledge and experience with business data tools
- Demonstrated experience in the planning and delivery of information literacy instruction, both in-person and online, and in the provision of reference services
- Effective oral and written communication skills
- Experience using technologies to author web content, and/or library guides
- Collegiality, strong service commitment and the ability to work effectively in both a team-based and a self-directed environment
- Excellent interpersonal skills and the ability to build and maintain productive professional relationships
- Ability to balance priorities and adapt in a changing work environment

Preferred:

- Proficiency with instructional design and education technology tools
- Demonstrated experience creating online learning objects (tutorials, videos, guides, etc.)
- Evidence of potential for professional contributions and ongoing professional development
- Evidence of the use of research tools and methodologies appropriate for scholarly research such as citation management, knowledge or evidence synthesis, data analysis, and generative AI.
- Demonstrated commitment to diversity, equity, and inclusion and/or experience serving diverse populations of users