

Business & Social Sciences Librarian – Initial Continuing Track Appointment

Updated: May 2025

Queen's University Library invites applications for an initial continuing track appointment for the position of Business & Social Sciences Librarian at Joseph S. Stauffer Library. Rank will be commensurate with experience and qualifications and it is anticipated that this appointment will be made at the rank of Assistant Librarian, with a preferred start date of fall 2025.

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 educational 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

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 Business and Social Sciences 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.

Institution

[Queen's University](#) has a long history of scholarship, discovery, and innovation that shapes our collective knowledge and helps address some of the world's most pressing concerns. Home to more than 25,000 students, Queen's offers a comprehensive research-intensive environment. Diverse perspectives and a wealth of experience enrich our students and faculty while a core part of our mission is to engage in international learning and research.

In 2023, for the third year in a row, Queen's University has [ranked in the top 10 globally Times Higher Education Impact Rankings](#), securing the position of third worldwide and first in North America. The rankings measured over 1,700 post-secondary institutions on their work to advance the United Nations' Sustainable Development Goals (SDGs).

From Nobel Prize-winning research exploring the building blocks of the universe to cancer care and treatment to sustainable technologies, our university is tackling humanity's most pressing challenges.

A member of the U15 group of Canadian research universities, Queen's is home to a vibrant research community that includes 33 Canada Research Chairs and over 20 research institutes who work in partnership with communities, governments, and industry to advance research and innovation, making a measured impact on Canada and the world.

Faculty and their dependents are eligible for an extensive benefits package including prescription drug coverage, vision care, dental care, long term disability insurance, life insurance and access to the Employee and Family Assistance Program. Employees also participate in a pension plan. Tuition assistance is available for qualifying employees, their spouses and dependent children. Queen's values families and is pleased to provide a 'top up' to government parental leave benefits for eligible employees on maternity/parental leave. In addition, Queen's provides partial reimbursement for eligible daycare expenses for employees with dependent children in

daycare. Details are set out in the Queen's-QUFA Collective Agreement. For more information on employee benefits, see [Queen's Human Resources](#).

The City

The University is situated on the traditional territories of the Haudenosaunee and Anishinaabe, in historic Kingston on the shores of Lake Ontario. Queen's is an integral part of the Kingston community, with the campus nestled in the core of the city, only a 10-minute walk to downtown. Kingston's residents enjoy an outstanding quality of life with a wide range of cultural and creative opportunities, with access to many natural areas and proximity to vibrant First Nations Communities including Tyendinaga and Akwesasne. Kingston is a unique Canadian city of 125,000 with a distinct blend of history, recreation, industry, and learning. Kingston offers unique waterfront living with many recreational opportunities. It is within a two-and-a-half-hour drive (two-hour train ride) to the commercial, industrial and political hubs of Toronto, Montreal, and the nation's capital, Ottawa, and a thirty-minute drive from the international bridge linking Ontario and upstate New York. The city is also the origin of the historic Rideau Canal system – a UNESCO International Heritage site, and is close to Frontenac Provincial Park, the Thousand Islands National Park, and the Frontenac Arch UNESCO World Biosphere Reserve. The [Queen's University Biological Station](#), north of the city, encompasses 34 km² of diverse lands, affording premier learning and research opportunities. Visit [Inclusive Queen's](#) for information on equity, diversity and inclusion resources and initiatives.

Vaccination Requirements

Prior to May 1, 2022, the University required all students, faculty, staff, and visitors (including contractors) to declare their COVID-19 vaccination status and provide proof that they were fully vaccinated or had an approved accommodation to engage in in-person University activities. These requirements were suspended effective May 1, 2022, but the University may reinstate them at any point.

How to Apply

The University invites applications from all qualified individuals. Queen's is strongly committed to employment equity, diversity and inclusion in the workplace and encourages applications from Black, racialized/visible minority and Indigenous people, women, persons with disabilities, and 2SLGBTQ+ persons. In accordance with Canadian immigration requirements, Canadian citizens and permanent residents of Canada will be given priority, including any qualified individuals who have a valid legal work status in Canada. Please indicate in your application if you have a valid legal work status in Canada. Applications from all qualified candidates will be considered in the applicant pool.

In addition, the impact of certain circumstances that may legitimately affect a nominee's record of research achievement will be given careful consideration when assessing the nominee's research productivity. Candidates are encouraged to provide any relevant information about their experience and/or career interruptions.

The University will provide support in its recruitment processes to applicants with disabilities, including accommodation that takes into account an applicant's accessibility needs. If you require accommodation during the interview process, please contact Human Resources at library.hr@queensu.ca.

Those interested in this position should submit a complete application package, including the following documents:

- A cover letter, indicating whether or not you have a valid legal work status in Canada
- A current Curriculum Vitae (including a list of publications)
- The names and contact information of three references

The deadline for applications is **July 21st, 2025**.

Applicants are encouraged to send all documents in their application packages electronically as one PDF to library.hr@queensu.ca.

Academic staff at Queen's University are governed by a [Collective Agreement](#) between the University and the [Queen's University Faculty Association \(QUFA\)](#), which is posted at <http://queensu.ca/facultyrelations/faculty-librarians-and-archivists/collective-agreement> and at <http://www.qufa.ca>.