

QUEEN'S UNIVERSITY LIBRARY POSITION GUIDE

Position Title: Research and Instruction Librarian, Business & Social Sciences

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

Term: Initial Continuing Track Appointment

Date: March 2026

DESCRIPTION

The library supports Queen's University in its vision to integrate focused research excellence, transformative teaching, and an unparalleled student experience within a community defined by personal scale, deep connection, and global engagement. This distinctive culture empowers our students, scholars, and partners to advance knowledge, cultivate leadership, and develop solutions to the complex challenges facing Canada and the world.

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

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

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 Indigenization – Equity, Diversity, Inclusion, Anti-Racism and Accessibility (I-EDIAA) 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 as assigned and others depending on interest and departmental needs. May serve as back-up for other humanities and social sciences disciplines as needed.

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.

Conducts research consultations and supports faculty and students with their research, including assisting researchers with locating, critically evaluating and using business data resources.

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

Stays at the forefront of continuous and rapid technological and knowledge transformation. Integrates Artificial Intelligence (AI) literacy into instructional practice and innovates with pedagogical approaches.

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, and data analysis.

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 shares a commitment to user services and the achievement of service goals and objectives.

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

Engages in professional development activities and keeps abreast of new developments and trends relating to academic librarianship and business librarianship in particular.

Participates in service to the Library, University, profession, or community.

Contributes to special projects or temporary assignments as required.

QUALIFICATIONS

Required:

- An ALA accredited MLS/MLIS degree or equivalent
- A minimum of two to three years of subject liaison librarian experience in an academic library
- Demonstrated knowledge of business information resources
- Demonstrated experience in the planning and delivery of information literacy instruction, both in-person and online
- Demonstrated experience in the provision of reference services
- Evidence of the use of one or more research tools and methodologies appropriate for scholarly research such as citation management, knowledge or evidence synthesis, or data analysis
- Effective oral and written communication skills
- 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:

- Experience as a liaison librarian in business, economics or related discipline in an academic setting
- Collection development experience, including electronic resource evaluation, monograph selection, and deselection
- Demonstrated experience with incorporating AI literacy into teaching practice
- 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
- Demonstrated commitment to I-EDIAA and/or experience serving diverse populations of users