



**Job Location:**

Halifax City

**Job Number:**

2013-165

**Posted Date:** 2013-08-22

**Job Description**

**Professional Support  
Electronic Services Librarian  
(Term, Full-time Position)**

September 16, 2013 to August 29, 2014  
Institute of Technology Campus, Halifax, NS  
**Competition No. 2013-165**

*Nova Scotia Community College is committed to working individually and collectively with its employees to achieve our mission – Building Nova Scotia's Economy and Quality of Life through Education and Innovation. By building on employee strengths and promoting employee growth we will achieve our vision of education without borders.*

*The College values diversity in the workplace and strongly encourages applications from qualified African Nova Scotians, Aboriginal peoples, and other members of the visible minority community, persons with disabilities and women in non-traditional roles. Applicants from these designated groups wishing to self-identify may do so in their cover letters or by completing the online questionnaire.*

**Our Opportunity:** Reporting to the Director of Library & Information Services, you will be accountable for the development, management, maintenance and evaluation of electronic services and resources in a multi-campus college library system. Your responsibilities will include ensuring effective and easy access to the Library's electronic resources and services, website design and development, responsiveness to the Novanet library consortia requirements, and ensuring that Library Services remains relevant to users in the face of rapidly changing technology. You will be the lead for the ongoing review and development of electronic resources and services including researching, recommending, planning and implementing future initiatives as well as developing policies and procedures that meet Library Service's mission, goals and philosophy and consortia requirements. You will provide training, guidance and support to library staff at 13 campus libraries and work collaboratively with the Central Library Services team, other College departments and consortia partners. You will also participate in traditional and virtual reference services.

**Your Credentials:**

- You have a Master's Degree in Library and Information Sciences.
- You have a minimum of three years professional experience, preferably in an academic library environment.

- You have demonstrated proficiency working in an electronic environment including integrated library systems, electronic resources and web-based technologies.
- You have strong demonstrated computer literacy including the complete suite of Microsoft applications.
- You are proactive, highly organized, detail and solutions oriented with the ability to prioritize and multitask in a fast-paced, dynamic environment.
- You have demonstrated ability to work independently and as part of a team.
- You have demonstrated project management and leadership experience, a positive client service perspective and excellent communication (oral and written), analytical, organizational, time management and interpersonal skills.
- You have demonstrated ability to plan, schedule and perform a wide variety of difficult and complex functions.
- As a creative self-starter, you have been recognized for your strong work ethic and your commitment to excellence.
- You remain current in emerging trends and technologies.
- Ideally, you have experience with digitization initiatives and/or institutional repositories.
- Ideally, you have experience with ALEPH integrated library system and Novanet.

**Application deadline is August 29, 2013 at 4 pm**

*NSCC offers a competitive compensation and comprehensive benefits package. As a learning-centred organization, we provide opportunities for every NSCC employee to be a life-long learner.*

*Candidates selected for interviews will be expected to provide recent, relevant references. The successful candidate will be expected to provide official transcripts to show proof of academic achievements.*

*To apply for College jobs, simply click on the Apply Now Online button. To serve you better, NSCC has implemented a new, user-friendly on-line application in partnership with Career Beacon. First time users will complete a basic registration and receive a username and password via email (NOTE: email may appear in "Junk Mail" folder depending upon your mail management configuration). You will then have the option of uploading your existing resume(s) and cover letter(s) in seconds or creating them on-the-spot in the "editor". For more information on the College, please visit our website at [www.nsc.ca](http://www.nsc.ca)*