



**Professional Support
Copyright Officer
(Continuing, Full-Time Position)
(Commencing approximately March 10, 2014)**

Central Office - Halifax, NS

Competition No. 2014-034

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 transforming Nova Scotia one learner at a time.

NSCC is committed to its values of diversity and inclusion. We provide an environment that welcomes and embraces individuals from diverse communities. We take every opportunity to become more inclusive. We encourage applications from qualified candidates from all diverse communities including but not limited to aboriginal persons, racially visible persons, people with disabilities, women in non-traditional roles. Applicants from these communities wishing to self-identify may do so by completing an online questionnaire with your application.

Our Opportunity: Reporting to the Director, Library & Information Services, you will provide guidance, policy development, education and advocacy on copyright issues to the College community. You will work closely with a variety of College divisions and committees to ensure they are informed of all copyright issues. You will lead the services offered by the Copyright Office that support exceptional customer service. These services will include providing guidance on the copyright requirements for print, digital, audio and video resources; copyright use in classroom teaching and technology, online courses, distance education and electronic and print course reserves; working closely with stakeholders in developing workflows and policies; developing and delivering instruction and training; monitoring, tracking and recording copyright requests and communications for the College Community and assistance with obtaining copyright permissions and licenses.

Your Credentials:

- A Master of Library and Information Science combined with a minimum of five years' recent occupational experience.
- Extensive knowledge of Canadian and international copyright laws, regulations, policies and procedures.
- You have strong demonstrated computer literacy including the complete suite of Microsoft applications.
- Extensive experience in preparing statistical and written reports.
- You have demonstrated leadership experience, positive client service perspective, excellent communication skills (written and oral) and a capacity for a flexible and adaptable working style.
- You are proactive, highly organized, detail and solutions oriented with the ability to prioritize and multitask in a fast-paced, dynamic environment.
- The ability to work both independently and collaboratively with a variety of College divisions and committees.
- As a creative self-starter, you have been recognized for your strong work ethic and your commitment to excellence.
- You remain current in emerging issues and developments.

Starting Salary Range: \$60,989.35 - \$73,218.53 annually

Application deadline is February 13, 2014 at 4 p.m.

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.