

Faculty – Library and Information Technology

Education, Business

Ivany Campus
Dartmouth, Nova Scotia

School of Business

Continuing Full-time Position: Commencing approximately August 1, 2018

Application deadline is midnight, June 21, 2018

Competition No. 2018-168

The salary scale for NSCC Faculty is based on twelve steps that range from \$57,509.73 - \$85,105.56. New NSCC Faculty may receive up to a maximum of five steps for relevant occupational experience. New NSCC Faculty may receive up to an additional four steps for full-time equivalent years of instructional experience (instructional experience is defined as teaching high school Grade 10 and above). The maximum a new NSCC Faculty can expect to receive is nine steps or \$77,931.68.

What you will be doing...

As a member of the School of Business faculty team, you will provide theoretical and practical instruction in the Library and Information Technology program. You will instruct and facilitate first and second year LIT students and possibly other School of Business students in areas that include, but are not limited to, Subject Cataloguing 1 and 2, Information Services 1, Introduction to Libraries and other subjects as required to provide students with the knowledge and skills needed for employment in today's information environment.

You will collaboratively design and deliver educational experiences for a diverse group of learners. This will include preparation, instruction, assessment, and evaluation of students using a broad range of flexible teaching and learning practices and technologies such as Learning Management Systems (e.g. Brightspace) and classroom technology. Related duties include but are not limited to academic and career advisement, participating on committees, program marketing, curriculum revision/development through collaborative practice within faculty working groups, supporting and monitoring work placements, liaising with business and industry, representing the College as required and upholding NSCC policies and procedures. You will also ensure health and safety practices and procedures are followed in your classroom, shops and labs. As a Faculty of NSCC, you will be expected to maintain currency with the latest industry practices relevant to your program and to continually develop your understanding of 21st century teaching and learning practices. This position may involve different delivery modalities (e.g. in-class, online, blended online/in-class), off-site instruction and alternate work hours such as weekends and evenings.

What we are looking for...

You are a collaborative, team player who takes personal accountability to deliver on what is expected in your role and you strive for excellence every day. You understand your position as a role model to each of your

students and as such, you demonstrate the utmost professionalism, integrity and respect for all persons in everything you do. You are committed to life-long learning, occupational currency and a belief in NSCC's mission. You bring a learning-centered perspective to everything you do. You think broadly, celebrate diversity of thought, and respect the uniqueness of individuals. You flourish in a dynamic, changing and sometimes ambiguous environment by keeping informed and connected within your role and the College. Is this you?

Qualifications and Occupational Experience:

- The minimum educational qualification for this position is a Master of Library and Information Science degree from an ALA accredited library studies program or a degree in a related field such as Information Management, Information Technology.
- You have a minimum of five years of recent and related occupational experience in library and information management, enabling you to provide learning experiences that mirror current practices in your field. Occupational experience that includes experience in a supervisory capacity; evaluating, monitoring, assessing and advising will be considered an asset.
- Experience working in more than one library type (Public, Academic, School, Special) will be considered an asset.
- Specific and current technical occupational knowledge and skill in original subject cataloguing is considered an asset:
 - Library of Congress Subject Headings (LCSH)
 - Library of Congress Classification or Dewey Decimal Classification (experience in both preferred).
- Specific and current technical occupational knowledge and skill in one or more of the following areas related to library information services will be considered an asset:
 - Information Service provision (including basic resource types and the Reference Interview)
 - Information Literacy (including resource evaluation)
 - Bibliographic Citation (e.g. APA, MLA, Chicago)
 - Service/program planning and implementation
 - Issues and trends in library service provision
- Specific and current technical occupational knowledge and skill in one or more of the following areas related to library technical services will be considered an asset:
 - Copy Cataloguing
 - Integrated Library Systems (ILS) and database content management
 - Creating and editing MARC (MACHine-Readable Cataloguing) records
 - Classification Web and/or WebDewey
 - Resource Description and Access (RDA)
 - New and emerging cataloguing and metadata resources/technologies
 - Digitization projects
 - Archiving

- You are familiar with and comfortable using computer applications such as the Microsoft Office Suite, E-mail and use innovative and active approaches to teaching, with technology as a tool to assist in learning, as courses may be delivered via classroom and/or online, etc.
- Experience with online learning systems and alternate delivery formats would be an asset
- You have knowledge of the concepts of Portfolio Education
- You possess basic internet skills to search for information coupled with internet information skills to evaluate the information you find. Above all, you are comfortable working in a digital environment; you take responsibility for acquiring knowledge about advancing technology; and you are committed to using technology in support of an exceptional student experience
- You have demonstrated experience liaising with business and industry in your field
- Ideally, you have related experience in delivery of educational programs or training to adults
- You have knowledge and experience in applying WHMIS, Occupational Health and Safety and occupation-specific safety practices

Relevant Skills and Knowledge

- You demonstrate a commitment to diversity and inclusion
- You possess excellent presentation skills and are able to facilitate content effectively and engagingly to a variety of audiences
- You are known for your superior interpersonal skills and are able to effectively manage interpersonal relationships and issues
- Your superb team building skills will enable you to develop a positive classroom dynamic and productive collegial relationships
- Your commitment to excellence, to life-long learning and to community involvement make you an ideal candidate for Faculty at NSCC

What you will experience at NSCC...

You will change lives. You will join committed individuals as we work to build Nova Scotia's economy and improve quality of life through education and innovation. As an NSCC employee, you will be part of that change.

You will find a place to grow personally and professionally with opportunities for professional development and collaborative projects.

You will do meaningful and challenging work in a publically accountable and respectful working and learning environment that is diverse, safe and inclusive. You will have the freedom to enable innovation, improvement and excellence.

You will celebrate the uniqueness of individuals. Our college welcomes diversity in both its student body and its employees, and we take every opportunity to become more inclusive. We encourage applications from qualified candidates from all diverse communities including but not limited to Indigenous persons, racially visible persons, people with disabilities and women in non-traditional roles. Applicants from these communities wishing to self-identify may do so by completing an online questionnaire with your application.

As a condition of employment, Faculty at NSCC must complete a two-year (part-time) adult education program delivered by NSCC. This adult education program is a significant investment on the part of NSCC in the learning and development of new employees. To achieve regular status; all probationary, full or part-time Faculty of the College must successfully complete the program within their probationary period. Term full-time Faculty whose term appointment is twelve or more months are also required to participate in this program.

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 at least three recent, occupational references. The successful candidate will be expected to provide official transcripts to show proof of academic achievements.

To apply for College jobs, click on the Apply Now button. First time users will be asked to set up an account with a username and password. There are three parts to your NSCC application:

- 1. **Your Profile.** You can import your resume or your LinkedIn profile to help populate your profile (click Import Options, top right) or you can complete the profile manually. One thing to note if you are using a resume or LinkedIn; they may not import synchronously with the profile and you may still need to make some manual adjustments.*
- 2. **Your Cover Letter and Resume.** Towards the bottom of the Application tab, you will see a place to attach or write your cover letter. You will also see a place to attach your resume. Although these two sections say they are optional; **they are not optional** and are required for a complete NSCC application.*
- 3. **Questions.** Next to the Application tab, you will see a Questions tab. We will need you to complete these questions in order to submit your application.*

Unfortunately, we cannot accept late or paper applications.