

Workplace Description

The [Council of Atlantic Academic Libraries](#) (CAAL-CBPA) is a collaborative partnership of 19 publicly-funded post-secondary libraries in Atlantic Canada. Its mandate is to foster a vibrant regional network of diverse libraries that leverages community and collaboration to cultivate scholarship, innovation, and inclusion in the academic libraries of Atlantic Canada.

Position Description

CAAL-CBPA welcomes applications for a 16-week paid full-time student position (under the [Young Canada Works program](#)) starting April 19, 2022. The student will work alongside the CAAL-CBPA Executive Director, CAAL-CBPA committees and working groups, and staff at member libraries as appropriate. Tasks of focus for this position, in priority order, are:

1. **E-Resource Management and Licensing** – Assist with various e-resource management and licensing tasks, such as updating entries in the OCUL Usage Rights Database, managing e-resource records on the CAAL-CBPA website and Google Drive, and documenting e-resource management and licensing processes. The student will also assist in the implementation of the ConsortiaManager e-resource management (ERM) system. The student will have the opportunity to observe real-time license negotiation sessions, as well as joining the CAAL-CBPA Executive Director at national level inter-consortial meetings. Work in this area will be enabled through training from the Executive Director on all aspects of the consortial licensing and negotiation process, and all tools used at CAAL-CBPA in support of its e-resource management and licensing service.
2. **Indigenous Knowledge** – Provide support to the CAAL-CBPA Indigenous Knowledge Committee in its work with indigenous communities and organizations in the region to develop a comprehensive inventory of communities and groups within the Atlantic Region, the appropriate contacts within these communities and groups, and cultural guidelines and protocols around engagement with each of these communities and groups. The information in this inventory will guide future member interactions with these groups and communities to advance CAAL-CBPA strategic initiatives in support of truth and reconciliation. The student will also work with the Committee to develop and coordinate knowledge development opportunities (webinars, workshops, MOOCs, etc.) for CAAL-CBPA members, as well as developing a process for regular updates on knowledge development opportunities, both CAAL-CBPA hosted and those provided by external organizations.
3. **OER Repository & Service** – Provide support for educators at postsecondary institutions in Atlantic Canada in the creation/adaptation of open textbooks using the PressbooksEDU platform as part of the AtlanticOER Service. This will include creator support and Pressbooks training; maintaining and updating the service website and PressbooksEDU network site; and participation in the delivery of the education and awareness program. The student will receive

training on the PressbooksEDU platform, and other systems and technologies as appropriate, to enable this work.

4. **Governance Related Tasks** – Assist in the implementation of the CAAL-CBPA 2021-23 Strategic Plan, particularly with the creation of CAAL-CBPA’s policy framework. Additionally, the student will help in the development of a data dashboard as part of CAAL-CBPA’s Strategic Plan evaluation framework.
5. **Communications & Marketing** – Assisting in the implementation of the CAAL-CBPA Communications Strategy, including the use of social media. This will also involve working with the members of the CAAL-CBPA OER Committee to implement the marketing plan for the new regional AtlanticOER Repository. Additionally, the student will assist in the review and implementation process for a new platform for CAAL-CBPA’s website and intranet.

Prerequisites: Applicants must be a current student in an ALA-accredited library science (name may vary) degree program, preferably having completed one semester of classes in the program. Students must also meet the [qualifications for participation in the Young Canada Works program](#).

Knowledge and Skills

- Knowledge of the basics of electronic resource management through either experience and/or course learning
- Knowledge of fundamental information science principles, such as knowledge management and organization of information
- At least one term completed in an ALA-accredited library science degree program
- Strong interpersonal skills
- Strong oral and written communication skills in English; French an asset but not required
- Familiarity with social media tools, particularly Twitter
- Proficiency with Microsoft Excel and Word required
- Proficiency with Microsoft Access an asset
- Proficiency with WordPress an asset

Competencies That Will be Gained Through this Internship:

Skills

- E-Resource management and licence negotiation
- Open Educational Resources (OER) development and support
- Strategic plan related assessment processes
- Consortial operations and governance
- Organizational policy development
- Business continuity planning
- Risk management planning
- Stakeholder engagement
- Training delivery
- Communications strategies and marketing
- Website development

Technologies

- Microsoft Teams
- PressbooksEDU
- OCUL Usage Rights (OUR) database
- Drupal 7
- WordPress
- Canva
- Google Forms
- Adobe Acrobat Pro

Hourly Rate: \$21.80 **Hours Per Week:** 30 (specific schedule is open for discussion)

Work Environment: Due to COVID-19 restrictions, this is an entirely virtual position. Being physically situated in one of the Atlantic provinces is preferable, but it is not required. The successful candidate must have access to a computer and robust Internet access to enable them to effectively carry out the responsibilities of this position.

Application Deadline: April 11, 2022.

To apply, please send your résumé and a cover letter to Cynthia Holt, CAAL-CBPA Executive Director, at execdir@caul-cbua.ca. Virtual interviews will follow soon after the application deadline.

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