

## Mount Allison University

### Data and Digital Services Librarian

Mount Allison University Libraries and Archives invite applications from qualified candidates for the position of Data and Digital Services Librarian. This is a probationary tenure track appointment at the rank of General Librarian or Assistant Librarian, depending on qualifications, and will be effective 1 July 2018. Hiring is subject to budgetary approval.

#### Summary

With vision, enthusiasm, and a strong service ethic, the Data and Digital Services Librarian will take the lead in designing and implementing innovative data and digital services for the sciences, social sciences, and emerging digital humanities initiatives at Mount Allison University. The ideal candidate will actively seek and foster partnerships with library and campus stakeholders, promoting data research collaborations across departments and disciplines, and will help to create a culture of data and digital literacy among faculty, students, and staff. Selection and implementation of a new Integrated Library System with a discovery layer is now in progress at Mount Allison. The Data and Digital Services Librarian will play a key role in this process and, as a member of the Systems Team, ensure that the institutional repository and other digital collections are well integrated into this platform.

#### Areas of Responsibility

As a member of the team of librarians, and working closely with the University Archivist and the Technical Services Librarian, the **Data and Digital Services Librarian:**

- Develops an Open Access Institutional Repository that will showcase Mount Allison research projects and collections; collaborates in the development and implementation of the Libraries and Archives' standards, best practices, and procedures for access, stewardship, and long-term preservation of digital collections.
- Develops quality standards and best practices for digitization; provides guidance for faculty, staff, and students preparing materials for inclusion in the IR.
- Supports researchers in their efforts to establish and implement data management practices that are consistent with ethical, legal and commercial obligations, as well as funding agency requirements.
- As a member of the Systems Team, works collaboratively to ensure integration of digital and digitized content with the discovery and access interface.
- Develops and provides pedagogical support for data literacy, data management and analysis, and development of numeracy skills, including teaching individuals, groups and classes and creating instructional materials and guides.
- Liaises with faculty to promote and facilitate the use and analysis of data in their classes.

- Answers referred patron questions about data discovery, analysis, and management, as well as complex science questions.
- Serves as the liaison, across all subjects and disciplines, for data and digital services, working actively with faculty and students to understand and support their needs in these areas.
- Supports campus Indigenization efforts through the curation of appropriate digital resources.
- Liaises with regional and national data access and preservation initiatives.
- Keeps up to date on developments in data discovery, analysis, management, and presentation.
- Provides access to and support for restricted Statistics Canada data as Mount Allison's representative for the Data Liberation Initiative.
- May plan, direct, and review the work of term and grant-funded staff and student assistants; may supervise students in experiential learning opportunities related to data or digital services.

The successful candidate may also be assigned responsibilities in other areas befitting the Libraries' priorities and dependent on the successful candidate's strengths and expertise.

**Required qualifications:**

- ALA-accredited MLS or equivalent degree; undergraduate degree in science/computer science
- Relevant work experience in an academic library
- Experience in data management and analysis, including a working knowledge of statistical analysis programs such as Excel, R, STATA, or SPSS
- Experience with technology developed for curating digitized and born-digital content; knowledge of Dublin Core, EAD, MODS, METS, XML, PREMIS or other metadata standards
- Library systems experience, including support for an integrated library system; ILS implementation/migration experience would be an asset, as would experience with the implementation or ongoing support of a discovery layer
- Knowledge of a range of software designed to prepare objects and items for ingest into an IR; ability to teach others (faculty, staff, and students) how to use these tools effectively
- Knowledge of resources and scholarship in data and digital services, with the ability to effectively communicate new developments in these fields to library and non-library staff
- Experience with teaching, liaison, and public services in an academic library setting, as related to data and digital literacy

- Evidence of successful collaboration and leadership; demonstrated skills in project development and implementation
- Demonstrated commitment to patron service
- Strong oral and written communication, critical thinking skills, and the ability to multitask and work in a complex and detailed environment
- Knowledge of existing and emerging library technologies, and enthusiasm for an innovative and changing environment

**Additional qualifications (preferred):**

- A second advanced degree in a scientific discipline, or completion of a program in Digital Humanities would be an asset
- Knowledge of or experience in writing custom scripts in one or more computer programming languages
- Demonstrated experience in research, scholarship, or professional development in librarianship/information sciences

This position is represented by the Mount Allison Faculty Association and participation and involvement in research, creative activity or scholarship, and service to the University are expected. The appointment will be made at the rank of General Librarian or Assistant Librarian, depending on qualifications. Salary will be within the established range and commensurate with qualifications and experience. Review of applications will begin March 16, 2018 and continue until the position is filled. A cover letter, curriculum vitae, and the names and contact information for three referees should be sent to:

Laura Snyder, Chair of the Search Committee  
Mount Allison University Libraries and Archives  
49 York Street  
Sackville, NB E4L 1C6  
Fax: (506) 364-2617

Applications will also be accepted in electronic form [pdf format or Microsoft Word] and should be e-mailed to Carol Wilson, Administrative Assistant, at [cwilson@mta.ca](mailto:cwilson@mta.ca). Applicants receiving further consideration may be asked to submit additional information as needed.

Mount Allison acknowledges, honours and respects the Mi'kmaw and Wolastoquyik (Maliseet) peoples, the historic inhabitants, custodians, and dwellers on the land where our university is built, and confirms its commitment to strengthen relationships with them.

Mount Allison is committed to diversity and inclusiveness. We encourage applications from members of racialized communities, Indigenous persons, persons with disabilities, and persons of all sexual and gender identities. We seek candidates with qualifications and knowledge to contribute specifically to the further diversification of our campus community.

All qualified candidates are encouraged to apply; however, Canadian citizens and permanent residents are given priority. Canadians and permanent residents should indicate their citizenship status in their application.

Mount Allison University, located in Sackville, New Brunswick, is a leader in providing quality liberal education to undergraduate students in arts, sciences, social sciences, fine arts and music. Mount Allison's intimate educational environment extends learning beyond the classroom, encouraging the growth of the whole person through a full range of experiences in the campus and community.

The Mount Allison University Libraries and Archives are committed to working with students and faculty in order to meet their academic and research needs. Mount Allison Libraries includes the Ralph Pickard Bell Library which is the main library, the Alfred Whitehead Music Library, and the University Archives. We invite you to look at our website for more information about the Libraries and about the University at [www.mta.ca](http://www.mta.ca).