

POSITION: **Korean Studies Librarian (Librarian II or III)**

DEPARTMENT: **Cheng Yu Tung East Asian Library**

DATE REQUIRED: **Immediately**

About the University of Toronto Libraries

The University of Toronto Libraries (UTL), rightly referred to as a national treasure, is the largest academic library system in Canada and is ranked third among peer institutions in North America, just behind Harvard and Yale. The system consists of 44 libraries located on three university campuses: St. George, Mississauga, and Scarborough.

Our mission is to foster the search for knowledge and understanding in the University and the wider community. To this end, we provide innovative services and comprehensive access to information founded upon our developing resources as one of the leading research libraries in the world.

As the largest university in Canada serving a population of approximately 50,000 students from diverse cultures, we offer both undergraduate and graduate degrees in East Asian studies, and possess a collection of 400,000 volumes in the East Asian Library.

University of Toronto Library System: <http://www.library.utoronto.ca>

Cheng Yu Tung East Asian Library: <http://east.library.utoronto.ca/>

University of Toronto: <http://www.utoronto.ca>

Policies for Librarians: <http://www.hrandequity.utoronto.ca/about-hr-equity/policies-guidelines-agreements.htm#fac>

The Opportunity

The University of Toronto Library invites applications for a Korean Studies Librarian in the Cheng Yu Tung East Asian Library. The Library seeks an energetic librarian to take care of a wide range of professional duties related to Korean Studies materials and services, faculty liaison, and cataloguing. This position will report to the Director of the Cheng Yu Tung East Asian Library.

The incumbent will:

- Actively engage with faculty and students in the Korean Studies Program and cross-disciplinary academic departments and programs in the humanities and the social sciences that offer courses related to Korean Studies
- Serve as subject liaison librarian/ the primary Korean Studies specialist and be the primary contact for research and educational needs related to Korean Studies
- Build and sustain strong and consistent communication channels between the Library, the Korean Studies programs in the Faculty of Arts & Science, affiliated programs and research units, and other departments and programs as assigned. Build enduring partnerships with research and teaching faculty
- Design and deliver curriculum-integrated instruction and other learning activities in a variety of formats for Korean Studies faculty and students

- In collaboration with Collections and Materials Management:
 - Develop and maintain collections in Korean-language resources in all formats in support of the various Korean Studies academic programs
 - Undertake original cataloguing on Korean materials in all formats
- Supervise staff who undertake cataloguing and acquisitions responsibilities
- Collaborate with librarians and staff in other Library programs regarding acquisitions cataloguing, maintenance and the preservation and conservation of Korean-language resources
- Serve as the University of Toronto representative to the Korean Collections Consortium of North America

Required Qualifications:

- Master of Library and Information Studies (MLIS) or equivalent ALA-accredited degree
- At least one year's experience in an academic or research library :
 - Delivering and implementing liaison services
 - Original cataloguing and authority control with working knowledge of AACR2, MARC21, Library of Congress Subject Headings, Classification Web and OCLC Connexion
 - Providing advanced research assistance, selecting and managing resources for the collections, and participating in course-integrated instruction in Korean Studies.
- Advanced academic work in Korean Studies , or demonstrated knowledge of Korean Studies as an academic discipline
- Familiarity with electronic and scholarly resources and reference tools for Korean Studies
- Excellent interpersonal and communication skills
- Ability to plan, document, and complete projects, particularly those related to digitization initiatives
- Excellent analytical, interpersonal, time management, organizational and problem-solving skills
- Ability to work independently as well as within a team environment and with faculty, students, staff and colleagues from diverse backgrounds
- Effective planning, organizational and interpersonal skills, team skills, interest in library and university committee responsibilities, ability to manage a diverse workload and attention to detail
- Excellent proficiency in reading, written and spoken Korean , as well as an excellent command of spoken and written English
- Excellent knowledge of Hancha and the McCune-Reischauer Romanization system

Preferred Qualifications:

- An advanced degree in an Asian studies related field
- Experience supervising in a unionized environment
- Experience developing working partnerships with academic units on campus
- Experience working with overseas and domestic vendors in support of acquisition of information resources. Experience and interest in issues related to using, evaluating, managing, licensing, and providing access to Korean electronic resources
- Working knowledge of Japanese and Chinese

Salary and Terms of Appointment:

This is a continuing appointment Permanent Status Stream position to be filled at either Librarian II or III level dependent upon qualifications. We offer a highly attractive compensation and benefits package, with salary and appointment level based upon experience and qualifications.

NOTE: Librarians at the University of Toronto are members of the University of Toronto Faculty Association. <http://www.utfa.org>

How to Apply:

Please send letters of application, curriculum vitae and the names of three referees to Library Human Resources at utlhr@utoronto.ca or to Robarts Library, 130 St. George Street, Toronto, Ontario M5S 1A5, or by fax to 416.946.5543. At least two of the referees should be supervisory. **The deadline for applications is March 10, 2015.** Please send a **single** electronic file (MS Word or pdf) with a file name convention of Surname, FirstName.Kor.Stud. Lib.

All qualified candidates are encouraged to apply; however, Canadians and permanent residents will be given priority. The University of Toronto Libraries thanks all applicants for their interest, however, will only be contacting those applicants selected for an interview.

The University of Toronto is committed to diversity in its community. The University welcomes applications from visible minority group members, women, Aboriginal persons, persons with disabilities, members of sexual minority groups, and others who contribute to the diversification of ideas.