

Supervisor, Collections & Data

Library and Academic Services

Applicants are to clearly demonstrate how they satisfy the selection criteria in their written submissions and must identify the competition number they are applying for in the subject line of the email.

An eligibility list may be created for similar casual, part-time, full-time, and term positions.

DUTIES

Reporting to the Manager, Resource Management, the Supervisor, Collections and Data ensures library collections are developed, maintained, and promoted in accordance with the strategic priorities of Library and Academic Services (LAS), and of Red River College Polytechnic and are available to our students, faculty, researchers, and staff. The incumbent is responsible for ensuring Library collections support the ideals of diversity, equity and inclusion, and include perspectives of our college Indigenous communities. The incumbent supervises the daily operations of Resource Management Technicians and the Resource Management Clerk. The incumbent communicates and collaborates closely with stakeholders collections data and data compiled within Library and Academic Services, playing a pivotal role in making data clearer and more understandable for multiple audiences. The Supervisor will also participate in a diverse range of projects, committees, and working groups within LAS and/or the College as approved or assigned by the Manager, Resource Management or Director, Library and Academic Services to ensure the growth of the department.

REQUIRED QUALIFICATIONS

- Library Technician Diploma, with several years of related experience
- Expertise using library systems, discovery services, and tools and applications used in data gathering, analysis, and visualizations
- Ability to plan, organize, and manage the daily operations of a Technical Services unit
- Excellent communication and interpersonal skills to work in a collaborative team environment
- Ability to work with, lead and motivate others
- Ability to develop positive and productive working relationships across units
- Excellent analytical and critical thinking skills
- Ability to work in a team environment and to work independently
- Strong organizational and time management skills and the ability to meet deadlines
- Knowledge of the Canadian copyright environment
- Knowledge and awareness of current trends in academic libraries
- Values Diversity, Equity, and Inclusion
- Commitment to lifelong learning

ASSETS

- Masters of Library and Information Sciences from The American Library Association (ALA) accredited institute
- Knowledge and awareness of practices, procedures, and processes related to subject guides
- Experience using ExLibris Alma library services platform and PrimoVE discovery service is preferred
- Several years of experience including experience in the domain of Technical Services, preferably in an academic Library setting
- Strong analytical skills to effectively research and gather data

CONDITIONS OF EMPLOYMENT

- Applicants must be legally entitled to work in Canada
- This position may be required to work evenings and/or weekends
- This position may be required to work overtime
- This position may be required to travel
- This position may be required to work throughout the academic year including the summer months
- May be required to work at various RRC Polytech campuses

RRC Polytech campuses are located on original lands of Anishinaabe, Cree, Oji-Cree, Dakota, and Dene peoples, and on the homeland of the Métis Nation.

COMPETITION NUMBER

2022-144

CLOSING DATE

August 12, 2022

SALARY

\$57,780 - \$79,057 per annum

POSITION LOCATION

Notre Dame Campus
(Winnipeg, MB)

POSITION TYPE

Full-Time Position Available

APPLY ONLINE AT

rrc.ca/careers

RRC Polytech is a leader in applied learning and innovation. Our talented team of employees is passionate about education, innovation and student success. We offer competitive salaries, extensive benefits and the opportunity for personal and professional growth in a rewarding career.

At RRC Polytech we are committed to fostering an inclusive environment, where all employees and students feel valued, respected and supported. We aspire to have a workforce that is representative of the diversity within our communities, and welcome applications from women, Indigenous persons, racialized persons, persons with disabilities, persons of all sexual and gender identities and others who may contribute to the further diversification of ideas. All qualified candidates are encouraged to apply; however, Canadians and permanent residents will be given priority.

If you require this information in an alternate format, please contact humanresources@rrc.ca.



RRC Polytech is committed to providing accessible employment, and ensuring that our recruitment, assessment and selection process is barrier free. If a candidate requires accommodation during the hiring process, Human Resources Services will work with the individual to meet their needs. We thank all applicants for their interest, but only those selected for an interview will be contacted. For more information and other employment opportunities, visit rrc.ca/hr