



Library Team Lead and Acquisitions & Circulation Specialist

ABOUT ST. MARY'S UNIVERSITY:

St. Mary's University is a dynamic and innovative teaching and research university located on a beautiful historic site. We provide affordable, accredited and highly valued degrees in the Liberal Arts, Sciences and Education. Founded in the Catholic Intellectual Tradition, and as the only independent Catholic university in Canada, St. Mary's University prepares its students to live with integrity, compassion and confidence while embodying a compassionate commitment to ethics, social justice, and respect for diversity of opinion and belief. St. Mary's became a proud member of Universities Canada in 2022, and has over 1000 full- and part-time students, approximately 200 full- and part-time faculty and staff, and an average class size of 25.

Located in Mohkínstsis (Calgary) on the ancestral territory of the Blackfoot Confederacy (Siksika, Kainai, and Piikani First Nations), the Tsuut'ina and Îyârhe Nakoda Nations, as well as the Metis Nation, District 6, St. Mary's is focused on developing the whole person: mind, body and spirit.

Consistent with our Catholic values, St. Mary's University is committed to fostering an institutional culture that values, supports, and promotes equity, human rights, respect, and accountability within our community. St. Mary's is a university where all are welcome and inclusive excellence is important. We are committed to removing barriers for those who have been historically underrepresented or discouraged in our society.

WHAT WE ARE LOOKING FOR:

St. Mary's University invites applications for a full time, continuing position in the St. Basils Hall Library for the role of Acquisitions and Circulation Specialist. This position manages day-to-day library operations and services and is responsible for, and oversees, the long-term growth and development of Library facilities and services. The incumbent will also serve on various councils, committees and boards to liaise between the Library, Administration, and Faculty at St. Mary's University and various external associations and consortiums.

WHAT WILL YOU DO:

- Supervise and oversee the Library personnel and the services for students, faculty, staff, and community
- Handle acquisitions and circulation & collection development
- Manage the Library budget
- Coordinate with the Library team to assist in the creation and delivery of Library instruction
- Liaise and maintain communications with various external organizations and consortiums

QUALIFICATIONS & ATTRIBUTES:

- A minimum of a MLS/MLIS from an ALA accredited institution
- A minimum of 3 years experience in academic libraries

- Management and budget experience
- Knowledge of automated library systems and emerging technologies, and trends in the Library and Information profession in a post-secondary institution
- Flexible and strong interpersonal skills for participation in the academic community at StMU
- Ability to promote and respect the institution's Catholic mission and values
- Ability to promote equity, diversity, and inclusion, as well as Truth and Reconciliation.

WHAT YOU CAN EXPECT:

As a part of the St. Mary's University family, eligible employees receive a competitive compensation package and comprehensive total rewards program that includes, but not limited to, a group benefits package, health spending account, RRSP matching, generous time off, and tuition remission. Compensation will be commensurate with qualifications and experience.

APPLICATIONS:

All applicants must submit a cover letter and resume, including salary expectations directly via email to careers@stmu.ca in word or pdf format, with the Subject Line of: "Library Team Lead and Acquisitions & Circulation Specialist" by 4:30 P.M. on July 22, 2024. We are unable to accept applications and dossiers through third party platforms.

St. Mary's University is an equal opportunity institution committed to an inclusive, barrier-free recruitment and selection process and work environment. We hire on the basis of merit and are passionate about building and sustaining an equitable and inclusive work environment for students, staff and faculty, where diversity in all areas is celebrated and valued. Support services and accommodations are available if required to ensure an equitable, and inclusive working environment. To ensure a fair and equitable assessment, questions regarding equity, diversity, inclusion, and accessibility can be sent to the Equity, Diversity, and Inclusion (EDI) Committee (EDI@stmu.ca) and requests for accommodations at any stage of the recruitment process can be sent to Human Resources (careers@stmu.ca). Any information received relating to accommodation will be addressed confidentially. We encourage all qualified individuals to apply. Priority will be given to Canadians and permanent residents of Canada.

*We thank all applicants for their interest, however only those applicants being interviewed will be contacted. **No phone calls please.***

St. Mary's University • 14500 Bannister Road SE • Calgary, AB • T2X 1Z4 • Fax: 403.254.3774 • STMU.ca