



YORK
UNIVERSITY
LIBRARIES

4700 Keele St.
Toronto ON
Canada M3J 1P3
Tel 416 736 5601
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www.library.yorku.ca

April 21, 2017

nina pinakamaganda
406-80 Cosburn Avenue
Toronto, Ontario
M4K 2G6

Dear nina:

Re: Offer of Part-time Employment (Term Contract)

This letter confirms the offer of employment in the position of Part-time Digital Projects Librarian, in the Bibliographic Services Department Library.

The term of this employment will begin on May 1, 2017 and end on April 30, 2018. The rate of pay for this position is \$36.56, plus 4% vacation pay with increases in accordance with the CUPE 3903-4 collective agreement. As per **Posting Number: BIB.DPL.S2017-3**, your hours of work will be 17 hours per week. As discussed and agreed upon, you are required to work three scheduled shifts during the work week which includes Tuesdays and Wednesdays 7:30 am to 2:00 pm and Thursdays 7:30 am to 1:00 pm.

Your compensation will be paid by direct bank deposit on a bi-weekly basis.

I have attached the job posting. If the terms of this offer are acceptable to you, please sign and return one copy of this letter to my attention. Please also complete the attached Compliance Form and return to me.

We look forward to having you join us.

Sincerely,

A handwritten signature in blue ink, appearing to read "Haiyun Cao".

Haiyun Cao
Department Head, Bibliographic Services

CC. Antonia Kaltsounis, HR Advisor
Noura Shaw, Associate Director, Faculty Relations

Confirmation: I hereby accept the terms of this offer

A handwritten signature in blue ink, appearing to read "Nina Pinakamaganda".

Signature

A handwritten date in blue ink, "April 26, 2017".

Date



NEW
Part-Time Digital Projects Librarian
York University Libraries - Scott

York University is the leading interdisciplinary research and teaching university in Canada. York offers a modern, academic experience at the undergraduate and graduate levels in Toronto – Canada's most international city. The third largest university in the country, York is host to a dynamic academic community of 62,000 students, faculty and staff, as well as 295,000 alumni worldwide. York's 11 Faculties and 25 research centres conduct ambitious, ground-breaking research that is interdisciplinary and cuts across traditional academic boundaries.

Position Description:

The Bibliographic Services Department, York University Libraries is seeking an innovative and energetic librarian for the position of Part-Time Digital Projects Librarian. This appointment is designed to support digital projects within York University Libraries.

Specific Duties:

- Support the York Digital Journals and the YorkSpace initiatives by providing outstanding service to the York community
- Host training sessions, provide prompt technical assistance and support
- Support platform migrations, troubleshoot problems independently
- Create training materials and supporting documentation
- Code minor improvements for Open Journal Systems and DSpace platforms
- Work with code in a Unix environment and manipulate the visual appearance of the platforms
- May include assisting with the capture, conversion, and formatting of digital objects, metadata creation, quality control, batch loading of digitized items, web design, and training of staff
- Other duties as assigned

Qualifications:

- An ALA-accredited MLS or equivalent is required;
- MLS (or recognized equivalent) from an ALA-accredited program;
- Demonstrated experience with web design, CSS, and SQL;
- Experience in user training, user support, and in the creation of user guides and educational resources;
- Demonstrated experience with XML, metadata standards, and image file manipulation an asset;
- Experience with Open Journal Systems and DSpace an asset;

- Familiarity with the principles behind the organization of knowledge in libraries (MARC, AACR2R, LCSH, Dublin Core);
- Knowledge of emerging trends in scholarly communications (open access, author rights), and in library and information technologies;
- Ability to work independently and in collaboration with others;
- Independent learner, capable of resolving technical questions by leveraging on-line support networks;
- Strong service orientation with a professional, helpful, and friendly demeanor;
- Strong independent research, problem solving and troubleshooting skills;
- Excellent oral and written communication skills are required;
- Flexible attitude and ability to adapt to a changing environment; ability to balance multiple responsibilities; demonstrated time management skills.

Number of Hours per Week:

17 hours per week

Compensation:

As per current CUPE 3903, Unit 4, Collective Agreement

Start Date: May 1, 2017

End Date: April 30, 2018

Date of Posting: March 14, 2017

Application Deadline: March 28, 2017

Application Procedure:

Interested applicants should send a cover letter and a recent resume, along with an application form <http://www.library.yorku.ca/web/about-us/work-with-us/> quoting position number, to libjobs@yorku.ca

We thank all applicants; however only those selected for an interview will be contacted.

York University encourages applications from Aboriginal peoples, persons with disabilities, members of visible minorities, and women and invites applicants to review the University's Employment Equity Plan for employees in CUPE 3903, a copy of which is at <http://fr.info.yorku.ca>.



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Compliance Form

To be completed upon acceptance of a Part-time Librarian position

I affirm to work a maximum of 17.00 hours per week while employed in one or more part-time librarian position(s) in any of the departments at York University. I also affirm that I will only work extra hours (not to exceed the maximum) if assigned to me by the Libraries.

If, however, I work for more than one department within the university, I will inform the Department Head in each department so that the total number of hours worked will not exceed 17.00 hours per week.

Name:

(Please Print)

Signature:

Date:

cc. Office of the University Librarian