

MASKWACIS CULTURAL COLLEGE

2 Saddleback ROAD. N., Box 960, Maskwacis, Alberta TOC 1N0 Phone: 780-585-3925 Fax: 780-585-2080 www.mccedu.ca

JOB OPPORTUNITY

Maskwacîs Cultural College Dean of Library and Information Services

Summary

Dean of Library & Information Services will be responsible for to support electronic resources management, discovery and access. Establishing and maintaining access to materials in the library that arrive on a periodic basis, including but not limited to e-journals, e-books, online newspapers, databases, and streaming videos. Work will involve updating knowledgebase holdings, assessing existing holdings for accuracy, maintaining the libraries' online databases list, and pulling usage statistics. The Electronic Resource Specialist also provides troubleshooting support for access issues, communicating effectively with vendors, library users, and library staff. Provide information literacy instruction services for students and instructors. The Dean is required to provide direct instructional services to students. Dedicated to excellence in teaching, research and service, the Dean is expected to cultivate strong alumni and external relationships to support and grow the college; have a vision to expand the Indigenous Education as the academic center of excellence for Maskwacis and the Treaty Six region with the experience and ability to support and implement innovative instruction appropriate for a twenty first century Indigenous College. Work collaboratively with education programs at other Indigenous campuses to create innovative initiatives, certifications and degree programs; will collaboratively create and implement both short- and long-term strategic goals consistent with the college's and university's mission and vision: is responsible for supervision and implementation of assessment and accreditation standards.

Job Duties

- Planning, acquiring, maintaining, updating, designing, developing, and launching of information architecture such as online information blogs, guides, curated content in Google classrooms, Internet websites, as well as various databases, other online resources, and service projects to promote technology-enhanced teaching and learning activities
- Negotiating licenses for library's digital resources
- Experience working with e-resources, including ebooks, ejournals, streaming videos, and databases
- Design and deliver library instructional activities (in person and virtual) i.e. classroom training, orientation, workshops, one-on-one training, etc. and organize and assist in promotional activities such as online exhibitions, open house, demos, educational seminars, marketing materials etc.
- Teaches students how to locate, analyze, and incorporate credible sources into academic papers.
- Assist students navigate the vast amount of information available online in repositories, online databases, and MCC's curated Google classroom collections
- Collaborate with instructors to create assignments and lesson plans that prioritize research and information literacy.
- Creates and enhances descriptive metadata for digital resources based on standards, best practices, and the needs of the digital collections
- To organize microlearning programs for credit based and open courses
- To identify presenters, coordinate with them, get permission to record, and create OERs with a creative commons license
- Data collection and analysis skills
- Any other duties as assigned.

Requirements

- Master's degree in Library/Information Science accredited by the American Library Association
- Familiarity with OCAP, FAIR and CARE principles

- Proficiency with Google or Microsoft or similar office tools, including spreadsheets, email, calendar, and Google forms
- Certificate in OER or open education
- Proficient/knowledgeable in using LibGuides and other software to develop, review, update and host online information portals, and library websites via content management system.
- Certificate in curriculum development and instructional design
- Knowledge of open-source tools and apps
- Demonstrated experience with distance learning programs.
- Knowledge of supports within the Four Nations
- Ability to build rapport with Students, Peers and Faculty.
- Flexibility and Adaptability.
- Strong organizational skill set.
- Clear criminal record.
- Access to own vehicle/transportation.
- Willing to adhere to an oath of confidentiality.

Working Conditions

- Manual dexterity required to use desktop computer and peripherals
- Able to work with a high degree of accuracy and attention to detail
- Overtime if required
- Lifting or moving up to 10lbs may be required

Required Applicant Documents:

- Cover letter
- Current résumé or vita
- The names and contact information of three professional references

Please forward your cover letter and resume to:

Elaine Lightning, Executive Assistant Maskwacis Cultural College Box 960 Maskwacis, AB TOC 1N0 Fax: (780) 585-2080 Email: <u>elainelightning@mccedu.ca</u>

Closing date: April 8, 2025