



## **Content & Licensing Specialist**

Ontario Colleges Library Service (OCLS)

### **Job Type**

Full-time (37.5 hours/week) permanent position, for an existing vacancy

### **Our Organization**

OCLS is a not-for-profit organization funded by the Ministry of Colleges and Universities to support Ontario's 24 colleges and their libraries. With OCLS's strong reputation for service excellence, the college libraries trust us to deliver services and expertise in line with our mandate to create efficiencies, achieve cost savings, and build capacity across the system.

Our reputation would not have been built, nor could it be maintained, without the skills, knowledge, and experience of the extraordinary members of the OCLS team. Be part of our close-knit, collaborative team and join us in delivering quality shared services to Ontario's college library system.

To learn more about our mission, values and services, visit the [OCLS website](#) or view our [Strategic Plan](#).

### **Your Opportunity**

OCLS is seeking an enthusiastic and customer-focused library professional to support our suite of Content & Licensing services, with a primary focus on our [eResource Management service](#).

Reporting to the Manager of Content & Licensing, you will collaborate closely with the eResource Management service team, college library staff, eResource vendors, and other consortia to support the acquisition and administration of electronic resources for the Ontario college libraries. You'll also have the opportunity to contribute to other OCLS services and special projects as capacity allows.

If you're looking for a role where you can grow, learn, and make a positive impact across Ontario's college sector, this is the perfect opportunity for you!

### **Key Responsibilities**

- Provide eResource acquisition services to the college libraries, including conducting product research, facilitating trial access, negotiating pricing and licensing terms, and maintaining data about the acquisition in the central eResource management system (ERMS).
- Support the implementation and maintenance of eResources by testing access, troubleshooting issues, and gathering and sharing technical information about the eResource.
- Evaluate and negotiate eResource licence agreements in accordance with local guidelines.
- Establish and maintain relationships with vendors, the college libraries, and other OCLS staff, liaising with these parties to address ordering, access, licensing, invoicing, and other issues.
- Collaborate with other library consortia on eResource negotiations, acquisitions, and other mutually beneficial initiatives.
- Provide facilitation, coordination, and research support to relevant working groups and

committees.

- Participate in the development of workflows, procedures, and documentation.
- Participate in external communities of interest, monitoring for trends and issues relevant to service areas and raising to the attention of the team as appropriate.
- Support additional services and projects as assigned.

### **What You'll Need**

The qualifications listed below are highly desirable but not necessarily mandatory. You are invited to demonstrate how your skills, knowledge, and experience would best fit this position in your letter of application.

#### **Work Experience and Training**

- Post-secondary diploma from a Library & Information Technician program or related discipline or an equivalent combination of experience and education.
- At least 2 years' experience working in or with libraries. Experience supporting eResource acquisitions in a library and/or consortial setting is an asset and should be described explicitly in your cover letter.
- Experience providing high-quality customer service.

#### **Technical Skills and Experience**

- Familiarity with the eResource management (ERM) lifecycle, including the acquisition models, price models, access and authentication methods, and user discovery systems that are standard in the academic library sector.
- Experience testing and troubleshooting library eResource access and functionality issues.
- Familiarity with ConsortiaManager or other electronic resource management systems (ERMS).
- Advanced Excel and data entry skills, with the ability to work with large datasets and other information with a high degree of accuracy and attention to detail.
- Experience with Microsoft Office applications and collaboration tools, such as Confluence and Asana.
- Experience reviewing and redlining eResource licence agreements and familiarity with Canadian copyright legislation.
- Technical writing skills and experience documenting workflows and procedures.

#### **General Skills and Attributes**

- Strong verbal and written communication skills, with the ability to synthesize complex or ambiguous information clearly and concisely for a variety of audiences.
- Research, analytical, and problem-solving skills to identify the root cause of an issue, develop practical solutions, and gather the necessary data to make well-informed decisions.
- Interpersonal skills, with the ability to build positive and effective working relationships with team members, customers, and service providers.
- Organizational skills, with the ability to balance competing deadlines and adapt to shifting priorities.
- Detail-oriented, accurate, thorough, and efficient, with the ability to perform at a consistently high standard, instilling trust and credibility with customers and stakeholders.
- Ability to self-motivate and work independently, as well as to collaborate with team members on shared work, and to consult with stakeholders as necessary to ensure a successful outcome.
- Fluency in French is an asset.

## **What OCLS Offers**

- Competitive compensation commensurate with experience. The annual salary range for this position is \$60,507 to \$75,637.
- Remote work environment with opportunities for in-person teambuilding and mentoring.
- Comprehensive and generous health benefits, including dental, vision care, massage therapy, acupuncture, psychotherapy and more.
- Learning and development opportunities.
- [CAAT defined benefit pension plan](#).
- Commitment to healthy work-life balance:
  - A minimum of 3 weeks of vacation per year.
  - A summer “compressed work” program.
  - Generous personal leave.
  - 5 additional OCLS paid days off.
- Health and wellness support, e.g. [TELUS Health](#) Employee and Family Assistance Program (EFAP).

## **Additional Information**

OCLS welcomes candidates who reside anywhere in Ontario and have a valid working status.

OCLS welcomes applications from individuals who would contribute to the diversification of our staff, including, but not limited to, Indigenous Peoples, persons with disabilities, and individuals of any sexual identity, ethnicity, or age.

OCLS is an equal opportunity employer and strives to ensure that its hiring process meets the needs of all persons with disabilities. As such, OCLS will provide reasonable accommodation for any applicant, as requested during the hiring process.

## **Position Start Date**

March/April 2025

## **Application Deadline**

Applications must be received by 5:00 pm on Tuesday, January 28, 2025.

## **To Apply**

Please take the time to tell us about yourself in a cover letter – we want to hear your story – your background, your accomplishments, and why this role is suitable for you based on the skills and competencies we have described.

Submit your cover letter and resume in a single file named “YourName\_#167” via e-mail to [applications@ocls.ca](mailto:applications@ocls.ca). Please quote “YourName - #167” in the subject line.

We thank all candidates for their interest; however, only those candidates selected for interview will be contacted. This job posting is also available on our [website](#).