

Position Title: College Librarian
Location: 300 – 2920 Virtual Way, Vancouver, BC
Compensation: \$75,000.00
Position type: Full-Time
Start Date: September 2nd, 2025

Join the world of Coquitlam College — Transforming Students and Shaping the Future

At Coquitlam College, you're not just managing a library — you're building a vibrant academic hub where curiosity thrives, and knowledge is accessible to all. We're currently seeking a College Librarian to run our library services and join our welcoming, student-focused team. If you're passionate about supporting learning, fostering inclusivity, and making resources accessible, we'd love to hear from you.

Why Join Us?

We're proud to offer a workplace where your contributions are valued, your well-being is prioritized, and your professional growth is supported. Perks of working at Coquitlam College include:

- Comprehensive medical, dental, and vision coverage.
- Life insurance and Employee Assistance Program.
- Paid time off to recharge.
- Annual retreats — think ziplining, rock climbing, and cultural getaways.
- Free access to our on-site gym.
- Transit pass reimbursement or parking allowance.
- Funding for professional development.
- Complimentary registration for Coquitlam College courses.
- Fun employee events like wine & paint nights, book club, and charity trivia.

What You'll Be Doing

- Managing all tasks related to library circulation, cataloguing, and collection development.
- Maintaining the library catalogue and patron database.
- Conducting workshops on various related topics.
- Liaising with BCELN and vendors.
- Training & supervising student librarians.
- Selecting, classifying, and evaluating new library materials across formats.
- Providing research and reference support to students, faculty, and staff.
- Conducting library orientation and information literacy sessions.
- Preparing aids such as bibliographies, reading lists, and guides.
- Developing systems for accessing print, digital, and interactive resources.
- Compiling and analyzing usage statistics and collection metrics.

- Supporting the use of specialized equipment and technologies in the library.
- Advising on interlibrary loans and external information services.
- Running the College book club for students, staff, and faculty.
- Ensuring that all library practices reflect the College's mission, values, and student-centered approach.

What You Bring

- A Master of Library & Information Studies (MLIS/MLS) from an ALA-accredited program.
- At least 1 year of experience in a library or equivalent academic environment.
- Strong knowledge of cataloging, classification systems, and integrated library systems.
- Familiarity with research databases, digital archiving, and metadata standards.
- Basic IT troubleshooting skills and comfort with web-based tools.
- Post-secondary experience is an asset.
- Certifications in metadata, digital curation, or records management are considered an asset.
- Teaching or training experience in information literacy is an asset.

Skills That Make You Stand Out

- Commitment to inclusive, learner-centered library services.
- Excellent organizational, communication, and interpersonal skills.
- Ability to assess community needs and deliver responsive services.
- Strong decision-making, problem-solving, and leadership abilities.
- Comfort working independently and as part of a collaborative team.
- A passion for academic access, innovation, and continuous improvement.

How to Apply

Sound like a good fit? We'd love to hear from you! Send your resume, cover letter, and any relevant certifications to hr@coquitlamcollege.com. **In your cover letter, share one professional achievement you're most proud of — and tell us why.**

Coquitlam College is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees. We continue to learn and grow in our sensitivity, knowledge and understanding of the diverse academic, socioeconomic, gender identity, sexual orientation, cultural, disability, and ethnic background of groups historically underrepresented, and groups who may have experienced discrimination.

All employees of Coquitlam College are required to undergo a Criminal Record Check, including Vulnerable Sector Screening. The College reserves the right to withdraw any offers of employment based on the results of this screening.

Please note that only those selected for an interview will be contacted. Thank you for your interest in Coquitlam College.