



KNOX COLLEGE

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**TECHNICAL SERVICES COORDINATOR
CAVEN LIBRARY, KNOX COLLEGE
TORONTO, ONTARIO**

Position Summary

Knox College, a Presbyterian theological college affiliated with the University of Toronto, seeks a skilled and service-oriented Technical Services Coordinator for Caven Library. Reporting to the Director of Library Services, the Coordinator leads the acquisition, cataloguing, processing, and maintenance of print and electronic resources; manages serials and related financial workflows; supports public services; supervises student library assistants; and stewards a small collection of Knox College archives. This job posting is for an existing full-time permanent vacancy at Knox College.

Knox College is deeply committed to fostering an equitable, diverse, and inclusive staff that reflects the richness of Canadian society and to creating an inclusive, accessible application process for all candidates. The College actively encourages applications from qualified candidates with lived experience in racialized and Indigenous communities, as well as individuals of all gender identities, cultural traditions, socioeconomic backgrounds, and disabilities. All qualified applicants are invited to apply, and the College is dedicated to creating an equitable, fair, and accessible process for everyone. Accommodations are available upon request for candidates taking part in all aspects of the selection process. If you require accommodation, please contact Melia Bennett at melia.bennett@utoronto.ca.

University of Toronto Libraries (UTL)

Although Knox College is administratively independent, Caven Library participates in the UTL system. The Technical Services Coordinator works with the shared library management system and professional standards used across the university, collaborates with UTL colleagues and vendors, and represents Caven Library on relevant cataloguing and metadata initiatives.

Key Responsibilities

Acquisitions, Serials and Financial Workflows

- Manage the acquisition of print and electronic library resources from selection through ordering, receiving, invoicing, activation, and processing.
- Maintain accurate orders and invoices in the library management system; follow up on delayed materials and resolve vendor issues.
- Administer periodical subscriptions, check-in, claiming, binding, and related catalogue records.
- Monitor library materials allocations and expenditures and prepare payment documentation and deposits for the Finance Department.

Cataloguing and Metadata

- Create, select, verify, and edit bibliographic and holdings records so that library resources are accurate, discoverable, and accessible.

- Apply current professional standards and tools, including RDA, Library of Congress Classification and Subject Headings, MARC, authority control, and OCLC.
- Maintain catalogue integrity by updating locations and removing records for withdrawn materials.
- Participate in relevant University of Toronto cataloguing and metadata meetings and remain current with developments in the field.

Collection and Archives Management

- Coordinate inventory, shelf reading, shifting, cleaning, weeding, repair, binding, storage, and responsible disposal projects, delegating work where appropriate.
- Manage the organization and maintenance of the Records Storage Room and identify records for archival assessment.
- Acquire, arrange, describe, house, preserve, and provide access to Knox College archival materials, including creating and updating finding aids.
- Handle sensitive records responsibly and respond to internal and external archival information requests.

Public Services and Liaison Support

- Provide occasional circulation coverage, directional and reference assistance, and help with library technologies.
- Support assigned classes by learning course needs, creating library reading lists, visiting classes, and assisting instructors and students with research.
- Work closely with library and College colleagues and maintain productive relationships with publishers, suppliers, UTL staff, and external patrons.

Supervision and Operations

- Assist with recruiting, onboarding, training, scheduling, and supervising two to three student library assistants.
- Maintain student assistant procedures, support ongoing problem solving, and ensure time sheets are submitted promptly.
- Act as deputy and help manage library operations in the absence of the Director of Library Services.

Qualifications

Required

- Library Technician diploma or a higher library credential.
- Undergraduate degree in the humanities, preferably in religious studies or theological studies.
- At least two years of experience in a library technical services environment.
- Demonstrated cataloguing experience with an integrated library system such as Alma.
- Knowledge and practical experience with RDA, LCSH, LCC, MARC, OCLC, and online authority control.
- Knowledge of archival procedures and experience with reference techniques and customer service.
- Strong computer, communication, supervisory, project-management, organizational, and problem-solving skills.



- Ability to work flexibly with minimal supervision, manage competing priorities, and lift up to 40 lbs.

Preferred

- Previous experience in a theological or academic library.
- Familiarity with current trends and developments in cataloguing and metadata.
- Experience supervising student employees and coordinating collection-maintenance projects.

Application Process

The submission deadline is Sunday, 20 September 2026. The appointment is expected to commence not later than November 2, 2026. Please send a CV and letter of application indicating qualifications and experience related to this position, together with the names of three referees willing to provide confidential letters of reference, to knox.financedirector@utoronto.ca.

Salary range: \$66,446 - \$77,795. A competitive pension and benefits package is offered.

Hours: 35 hours per week, full-time permanent

Work arrangement: On-site

Start date: Not later than November 2, 2026

