



Network Zone Collections Coordinator

The Ontario Council of University Libraries ([OCUL](#)) invites applications for the position of Network Zone Collections Coordinator. **This is a two-year term contract position. Secondments from OCUL member libraries are welcome.**

OCUL is a consortium of twenty-one academic libraries from across Ontario collaborating to provide high quality services equitably to students and faculty across the province. OCUL works to extend the capacity of our members, resulting in premier access to cutting-edge research and scholarly information services for over half a million university students, faculty and staff across the province.

OCUL is a collaborative team of professionals where each employee contributes directly to the success of the organization. OCUL is committed to equity, diversity, and inclusion and supports equal opportunity to all employees. For administrative services, OCUL is an affiliate of the Council of Ontario Universities ([COU](#)).

Reporting to the OCUL Executive Director, the Network Zone Collections Coordinator will work closely with OCUL staff, member libraries, and relevant committees to support collaborative collection initiatives with a focus on OCUL's shared Alma & PrimoVE, known as Omni. This role focuses on managing consortial packages in the Omni Network Zone, troubleshooting access issues, and assisting with licensing workflows for shared resources.

OCUL offers a competitive total compensation package and a collaborative work environment. The annual salary range for this position is \$71,803 to \$85,206. OCUL maintains office space in Robarts Library at the University of Toronto, however, there is a possibility of remote work from within Ontario for this position.

Key Responsibilities:

Support OCUL's collaborative collection work by:

- Activating and maintaining select consortial packages in the Omni Network Zone
- Ensuring that members have appropriate access to content from shared packages
- Troubleshooting ('triage') access problems related to those packages
- Reporting problems to the vendor, Ex Libris
- Developing and sharing a workflow for this troubleshooting process and ensuring a process for robust communication among Ex Libris support, member library staff, and OCUL staff as appropriate.
- Consulting with OCUL staff, committees, and other governance groups to identify and configure additional packages for Network Zone activation
- Developing criteria that could be used to assess other resources for Network Zone activation
- Documenting workflow and maintaining relevant documentation on the SPOTdocs wiki
- Communication to members about updates in activations or licensing
- Other related duties as assigned

Assist the OCUL Assistant Director for Information Resources & Collections in licensing-related work by:

- Entering OCUL license information for consortial products in the platform/s used by OCUL and member libraries (including Alma and ConsortiaManager)
- Performing ongoing maintenance of licensing information

Qualifications:

- 3 years experience working with Alma at an OCUL member library or equivalent experience
- 3 years library experience in at least one of the following areas: licensing, electronic resources management
- Excellent verbal and written communication skills
- Evidence of initiative, innovation, analytical ability, and flexibility to respond to workflow demands
- Ability to work cooperatively and effectively with supervisors and colleagues in a rapidly changing environment.
- Demonstrated commitment to the values of inclusivity, diversity, equity and accessibility

Desired Experience:

- Experience working with consortially licensed resources
- Experience working with metadata in a consortial environment
- Familiarity with the ConsortiaManager platform
- Familiarity with API development
- Bilingual – English and French

Other:

Goal-oriented individual capable of working with limited supervision, scheduling tasks and establishing set priorities. Ability to work under pressure and to meet self-imposed deadlines. Excellent interpersonal skills, with the ability to communicate with a wide variety of contacts.

Applications:

Those qualified are asked to submit a cover letter with resume, outlining your experience and suitability for the position as well as salary expectations, to: amy.greenberg@ocul.on.ca. Applications will be accepted until **5:00 pm, November 27, 2025**.

OCUL is an Equal Opportunity Employer that values the strength diversity brings to the workplace. We thank all applicants for their interest; however, only those selected for an interview will be contacted.

OCUL is committed to providing an inclusive and barrier-free recruitment process to applicants with accessibility needs in accordance with the Ontario Human Rights Code and the Accessibility for Ontarians with Disabilities Act (AODA). If you require an accommodation during this process, please inform us of your requirements.