



ALGOMA UNIVERSITY JOB POSTING

JOB TITLE:	Copyright Specialist Staff Bargaining Unit
DEPARTMENT:	eLearning
POSITION STATUS:	One Year Temporary Contract, (35 hours/week), OSSTF
SUPERVISION RECEIVED:	Academic Dean
SUPERVISION EXERCISED:	Student Assistants, as required

PRIMARY FUNCTIONS:

A. Development, implementation and coordination of university-wide copyright procedures and policies	30%
B. Permissions clearances	20%
C. Budget	10%
D. Monitor, assess, solve problems	20%
E. Advice and liaison	20%
Total	100%

JOB SUMMARY:

Coordinates all aspects of copyright matters. Establishes and coordinates University-wide copyright procedures, standards, and policy. Ensures that copyright is cleared for inclusion of all third party materials in courses in the desired format and medium. Maintains the copyright budget, develops procedures for streamlining workflow, prioritizes emergency requests along with regular workload, negotiates copyright licences and agreements, advises and provides liaison for course authors, course coordinators, editors, visual designers and external subject matter experts. Monitors whether the University meets all of its legal and ethical obligations in both external and internal copyright properties, specifically: digital reproduction rights, print based reproduction rights, broadcast rights, audio reproduction rights, and web links. Maintains such documentation as is necessary to defend the University in the instance of a suit for copyright infringement.

Reporting to the Academic Dean, this position provides support to faculty, staff and students on matters related to copyright compliance and obtaining copyright permissions. This role assists in the administration and maintenance of copyright licenses for use of third party materials in on-campus course materials, online, blended or experiential learning courses offered at Algoma University. This role liaises with faculty, library staff, external rights holders and publishers to



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verify copyright information, obtain appropriate permissions, acts as a resource to the Algoma community and aids in the administration of all related copyright matters.

RESPONSIBILITIES:

A. Development, implementation and coordination of university-wide copyright procedures and policies

- Establishes and administers appropriate copyright procedures based on current copyright law;
- Responsible for coordinating the licensing of Algoma University properties;
- Coordinates the use of consistent copyright practice among staff from other departments (e.g. Wishart Library);
- Maintains general knowledge of current changes and precedents in Canadian and international copyright law;
- Provides advice and resources for academics, editors, subject matter experts, instructional designers, multimedia specialists, etc.

B. Permissions clearances

- Administers Algoma University copyright agreements with licensing collectives;
- Performs all acts required for copyright clearance;
- Assists in negotiating payment of permission fees;
- Writes clearance documents and correspondence;
- Researches rights and necessary information for clearance;
- Creates and maintains file systems;
- Determines which materials can be cleared under licensing agreements;
- Identifies copyright requests requiring publisher clearance procedures, locates appropriate copyright holders and requests and secures permission to reproduce the materials in the desired format and medium;
- Logs and maintains timely payments to licensing collectives and Publishers as required;
- Maintains statistics for and provides advice to the University in the periodic re-negotiation of license agreements.

C. Budget

- Monitors the copyright budget;
- Executes payments of contracts;
- Negotiates copyright fees to the best advantage of the University;
- Logs and makes payment to licensing collectives as required;



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D. Monitor, assess, solve problems

- Maintains familiarity with changes in copyright law and interprets these changes as they affect University requirements;
- Deals with crisis situations regarding copyright and resolves them in the most expedient manner;
- Using sound judgment, identifies problems and resolves them;
- Monitors clearances to anticipate problems and implements strategies to address them.

E. Advise and Liaise

- Provides and participates in decision making on issues involving copyright for course materials and for other Algoma University uses, and on issues related to copyright of Algoma University property such as trademarks, logos, and written materials;
- Advises course developers and course managers on specific requirements for course copyright clearance including alerting the course manager to extraordinary situations and expensive clearances;
- Provides external liaison for general copyright inquiries, visitors to the University, external surveys, etc.;
- Maintains membership on the abccopyright listserv.

WORKING CONDITIONS:

Physical Effort Required

- Moderate: extensive time spent in the same position (e.g. sitting at a computer)

Physical Environment

- Minimal: little exposure to disagreeable conditions

Sensory Attention

- Moderate: demand for results and accuracy, demands made simultaneously, multi-tasking and adherence to deadlines

Mental Stress

- Minimal: occasional non-regular hours to support course delivery

MINIMUM QUALIFICATIONS:



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- A University degree in a related field such as Communications, Journalism, Business Administration, or equivalent area of study.
- A minimum 4 years recent experience working in a professional publishing office environment or library research, including a minimum 3 years of experience related to copyright administration or the equivalent of education and experience.
- Demonstrated knowledge of financial procedures.
- Experience in course development is an asset.
- Demonstrated competence in MS Office (particularly Word and Excel) and GSuite.
- Excellent interpersonal and written English communication skills.
- Ability to work in a team environment
- Ability to work independently
- Ability to work with little or no supervision.
- Understanding of and ability to uphold strict confidential regulations as per university policy
- Excellent interpersonal and communication skills with the ability to represent the university professionally in interactions [with internal stakeholders and/or external communities]
- Excellent administrative and organizational skills with the demonstrated ability to take initiative and prioritize work in a high volume office
- Ability to multitask and work in a dynamic environment
- Be able to work effectively with people having diverse backgrounds, styles and abilities
- Innovative problem-solver
- Excellent use of technology for collaboration
- High demand for tact, diplomacy, and professionalism to build relationships with colleagues
- Independent judgment required to perform special assignments.
- Knowledge of academic structures, policies, and processes.
- Excellent internet and research skills.
- Excellent organizational and computerized record-keeping skills.
- Demonstrated initiative.
- Commitment to and understanding of Algoma University's special mission and the seven grandfather teachings
- Vulnerable Police sector check is required

Please submit a resume and cover letter (combined PDF) to people.culture@algomau.ca no later than 4:00 p.m. on Thursday, June 30, 2022.



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Algoma University is strongly committed to fostering diversity and inclusivity within our community and is an equal opportunity employer. The university invites and encourages applications from all qualified individuals who would contribute to the further diversification of our Institution, including equity deserving groups that are traditionally underrepresented in employment (Indigenous peoples, racialized persons, women, persons with disabilities, and 2SLGBTQQIPA+ persons).

In accordance with the Accessibility for Ontarians with Disabilities Act, 2005, upon request, accommodation will be provided by Algoma University throughout the recruitment, selection, and/or assessment process to applicants with disabilities.