



Law Librarian, Librarian II

University of The Bahamas, Commonwealth of The Bahamas

Date Posted	March 2021
Type	Three-year contract with an option to renew
Salary	Negotiable
Employment Type	Full-time

Law Librarian, Librarian II

University of The Bahamas invites applications and nominations for the position of Law Librarian, Harry C. Moore Library. The Law Librarian, Harry C. Moore Library is responsible for the overall management of the law collections which supports the Bachelor of Laws degree programme.

The successful candidate will be dynamic and innovative with a strong commitment to service within a diverse community; will have experience working within a Voyager software environment; strong analytical skills; strong leadership capabilities; demonstrated knowledge of legal research and resources; a sound understanding of emerging technologies and the ability to apply them within the library setting; and a strong commitment to developing a cohesive and strong integrated library service within the academy.

DUTIES AND RESPONSIBILITIES:

- Oversight of the smooth operation of the law reference desk services and collections;
- Training, mentoring and evaluating staff to ensure efficiency of reference desk services and growth in usage of the collection;
- Evaluating reference desk services and usage of collections and making appropriate recommendations;
- Recommending policies and procedures that meet established standards;
- Participating in budget analysis and preparation; monitoring expenditure of approved budget allocations;
- Coordinating collection development activities in keeping with established policies;
- Supervising full-time and part-time staff and student workers
- Conducting bibliographic and information literacy sessions;
- Preparing reports; attending professional and general staff meetings;
- Serving on library and college wide committees;
- Engaging in research and professional activities; working evenings and weekends on rotation.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

- Entrepreneurial vision for the university's programmes serving nontraditional students, with demonstrated experience in programme development;
- A clear understanding of issues in higher education;
- Personal integrity and high ethical standards;
- Strong interpersonal skills and the capacity to negotiate change;
- Highly developed and effective communication and interpersonal skills, as well as experience in building collaborations at multiple levels and with diverse constituencies;
- Experience with budgeting and financial planning, budget accountability, financial responsibility;
- Commitment to consultation and collaboration with industry stakeholders and the employment community;
- Excellent interpersonal, computer, oral and written communication skills; □ Personal integrity and high ethical standards.

QUALIFICATIONS:

- Earned terminal degree from an accredited university;
- Higher education administrative and programme development experience;
- History of leadership in academic administration that exhibits progressively increasing responsibility, a record of success in building academic programmes and support services, and demonstrated prudent management of financial resources;
- Experience building partnerships with external constituencies, including community colleges and corporate partners;
- Experience engaging faculty in building support for non-traditional programmes;
- Outstanding communication skills, with ability to communicate with both internal and external constituencies;
- Thorough understanding of trends in adult and non-traditional higher education;
- Experience developing market research and marketing for non-traditional students; and
- Extensive experience serving nontraditional students in a higher education setting.

Setting. The University of The Bahamas (UB) is a vital catalyst for national development. Chartered on 10th November 2016, UB had its genesis in The College of The Bahamas which was established in 1974. Since 1995, the institution's academic offerings have expanded through the introduction of baccalaureate degree programmes offered across a broad range of approximately 60 majors. Master's degree programmes have included an MBA and an MSc in Reading and Inclusive Education as well as graduate degree programmes offered in collaboration with various US universities. UB operates from the Oakes Field Campus and the Grosvenor Close Centre in New Providence; UB-North in Grand Bahama; and the Gerace Research Facility in San Salvador. Additional sites are planned for throughout the archipelago.

Application. Application materials should include:

A cover letter describing academic philosophy and vision, research and publications;

1. Copies of academic qualifications;
2. Copies of transcripts of all undergraduate and graduate degree programmes completed;
3. A current and complete curriculum vitae;
4. Copy of relevant pages of a valid passport showing photo ID, passport number and expiration date;
5. Three letters of reference;
6. Librarianship philosophy statement;
 - Evidence of excellence in librarianship;
 - Evidence of research and scholarship;
 - Evidence of service to the profession
7. Completed UB Application for Employment Form found at this link:
<http://www.ub.edu.bs/wp-content/uploads/2016/10/UB-Application-forEmployment-Faculty.pdf>

To Apply: Apply electronically at facultyapply@ub.edu.bs **noting the position in the subject field.** Only electronic submissions will be accepted. Attach the following documents (***in one efile/document***) with your electronic submission: cover letter; academic qualifications; transcripts; curriculum vitae; copy of relevant pages of valid passport; three letters of reference; and a completed UB Application for Employment form. Additional materials will be required of shortlisted candidates. For additional information or informal inquiries, contact vpaa@ub.edu.bs.