



Library Associate I

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

Library Associate I

University of The Bahamas invites applications and nominations for the position of Library Associate I, Harry C. Moore Library. This full-time appointment will begin 2nd August 2021.

The Library Associate is the entry or beginning level in the Library Associate I series, this employee performs a variety of specialized duties including reference, circulation, cataloging, acquisitions, systems and special projects with minimal supervision; train and supervision of student workers and library assistants and provides written and oral correspondences and reports.

DUTIES AND RESPONSIBILITIES: Assignments may include functional or lead worker responsibility over assigned staff including volunteers. These may include, but are not limited to:

- Assist library users in the selection and use of appropriate library materials in both the physical and virtual library environments;
- Assist in library orientation sessions and tours;
- Provide oversight and support for circulating materials;
- Performs face to face and online reference duties, referring the most difficult requests to professional librarians;
- Check and verify data in printed and electronic formats;
- Assist in book selection and collection maintenance within assigned subject areas;

- Assists with the management of library projects and development of projects for marketing the library's resources and services;
- Train and supervise student workers and library assistants;
- Participates in the formulation of policies and procedures for the unit;
- Oversee maintenance of book stack area;
- Provides assistance with document scanning;
- Co-ordinates book repair and binding activities;
- Co-ordinates library displays and exhibits;
- Maintains unit statistics and prepares monthly reports;
- Participates in evening and weekend rotation schedule;
- Participates in workshops, seminars and webinars for professional development;
- Performs other work related duties as assigned by the supervisor/Deputy/University Librarian.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

- Library policies and procedures, general and specialized functions of the library;
- A working knowledge of integrated library systems, reference interview techniques;
- Library electronic resources and databases, library technology, and the Library of Congress system;
- Apply, and explain library policies, procedures, and processes; perform reference work;
- Effectively use search engines and the library's ILS;
- Operate and troubleshoot electronic office equipment, computers, and peripherals;
- Maintain moderately complex filing systems and records, and make mathematical calculations;
- Use database and library applications;
- Meet the goals of the unit effectively;
- Communicate effectively both orally and in writing using complicated technical instructions;
- Compile statistical reports;
- And train, supervise, assign work, and the work of library assistants and student workers;
- Lift and carry up to 25 pounds; stand for extended periods, and work with the full range of body movements including reaching, bending, and grasping.

QUALIFICATIONS: Candidates must have a Bachelor's degree and two years of work experience OR an Associate's degree in Library Science and 10 years of experience at the library assistant level. Proficiency in Microsoft Outlook, Office and Excel and use of library databases is required. Familiarity with an integrated library system; in interlibrary loan platform; and experience in an academic library is preferred. Must be detail oriented.

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.