

JOB TITLE	Librarian (Part-time)
LOCATION	New Providence, Oakes Field Campus, Harry C. Moore Library & Information Centre
START DATE	August 2017
TYPE OF VACANCY	Part-Time
UNIT	University Libraries
DEPARTMENT	Law Collection
SUMMARY	This position lends support to the overall law collection and staff, requiring a minimum of 20 hours of service per week. The position reports to the Law Librarian, and in the absence of same, to the Deputy University Librarian. Additionally, the post requires the supervision of student workers and the provision of general reference assistance, as required.
DUTIES AND RESPONSIBILITIES	<p>The part-time librarian position is required to perform a variety of tasks, including, but not limited to, the following:</p> <ul style="list-style-type: none"> • General reference and research assistance • Management of reserve collections • Sorting and shelving of loose leave legal resources • Law journal management – (checking in, sorting, arranging) • Maintaining of user statistics • Generation of monthly statistics/reports. • Supervision and mentoring student workers. • Assisting patrons with copying/scanning functions • Involvement in policy development and facilities management • Work a Monday - Thursday shift: 6pm – 9:00pm • Work 3 Saturdays (9am-5pm) and 3 Sundays (1pm – 5pm) per month. • Ensure the proper closing of the facility • Assist the law librarian with policy development as required. • Perform any other related duties as required.
QUALIFICATIONS	A master's degree in Library Science is preferred or an LLB and a minimum of 2 years' experience working in an academic Library setting or a legal environment.
SUBMISSION OF MATERIALS	<p>Materials should be submitted electronically, attention Office of Academic Affairs, University of The Bahamas via e-mail at facultyapply@ub.edu.bs by June 30, 2017. Send all documents together, including: (1) A completed University of The Bahamas Application for Employment Form; (2) A letter of interest (highlighting work experience and accomplishments relevant to the position); (4) An up-to-date curriculum vitae or resume; (5) Unofficial transcripts (official transcripts needed for employment); and (6) At least three confidential, professional references.</p> <p>Hard copy submissions will not be accepted. Incomplete files will not be considered.</p>