



Senior Library Assistant SPS-3

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

Senior Library Assistant

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

The Senior Library Assistant is responsible to perform a variety of para-professional duties with minimal supervision to include reference, bibliographic instruction, circulation, cataloguing, audio-visual booking, participation in special projects such as digitization; supervision of student workers and library assistants; demonstrate above average oral and written communication skills; demonstrate leadership, good judgment and trust; maintains the collections and develops and provides services to patrons; responsible for the unit in the absence of the Librarian.

DUTIES AND RESPONSIBILITIES:

- Circulation and Collection Maintenance;
- Check-in, charge out, and renew library items using the automated system Generate and update patron records;
- Collect fines and fees;
- Shelf books, journals and DVDs Shelf read and shift materials in collections as needed;
- Manage Information commons area and seating areas;
- Reference and Bibliographic Instruction;
- Provide directional information and instruction to students, faculty, staff and external patrons on the use of library databases (OPAC, EBSCO, Jstor, etc.);
- Receive packages and take messages via phone and in-person Administrative ;
- Recharge and sell copy cards;

- Schedule, train and supervise student workers and monitor their work;
- Participate in the formulation of policies and procedures for the unit;
- Prepare exhibits and programmes ;
- Attend library meetings;
- Insure all systems are working, report problems;
- Technical Services;
- Identify titles for purchase;
- Search online databases for cataloging records e.g. Library of Congress, OCLC;
- Download bibliographic records for new titles ;
- Prepare new of books for circulation;
- Audio-visual;
- Assist users with library photocopier, printers and computers;
- Book and monitor use of Audio-visual equipment;
- Special Projects;
- Scan, edit and upload documents;
- Participate in library wide projects;
- Professional Development;
- Participate in workshops, seminars and webinars for professional development;
- Participate in the evening and weekend rotation schedule;
- Perform other work related duties as assigned by the Supervisor/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 an Associate degree in Library Science or in of the following areas: Humanities, Natural or Social Sciences, or Education; attention to details, computer literacy, above average oral and written communication skills, initiative, and self-motivation; ability to work well with people; good organizational and leadership skills; previous library and supervisory experience and experience using standard office/library equipment (copiers, scanners).

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.