

Librarian II, Law Librarian
University of The Bahamas, Commonwealth of The Bahamas

Date Posted	March 2022
Type	Three-year contract with an option to renew
Salary	Negotiable
Employment Type	Full-time

The Harry C. Moore Libraries is pleased to invite applications for the position of Librarian II/ Law Librarian, with responsibility for the overall management of the law collections which supports the Bachelor of Laws degree programme. This full-time appointment will commence August 2022.

Responsibilities: 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. The position reports to the Deputy Librarian.

- 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.

Qualifications. Applicants must possess at least a master's degree in Library Science from an accredited institution and a minimum of five years post qualification experience, preferably in a Law Library; Skills in library automation, manipulation of legal database, online searching, bibliographic and information literacy instruction, and evidence of managerial or supervisory experience. A Law degree and knowledge of the Commonwealth and Caribbean legal systems are desirable.

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:

1. A completed University of The Bahamas Application for Employment Form (www.ub.edu.bs/hrprofile);
 2. A letter of interest (highlighting work experience and accomplishments relevant to the position);
 3. An up-to-date curriculum vitae or resume;
 4. Librarianship philosophy statement;
 5. Evidence of excellence in librarianship;
 6. Evidence of research and scholarship;
 7. Evidence of service to the profession;
 8. Unofficial transcripts (official transcripts needed for employment);
- AND**
9. At least three confidential, professional references.

To Apply: Apply electronically at facultyapply@ub.edu.bs noting the position in the subject field. Only electronic submissions will be accepted. Attach all of the above listed in one electronic file.

For additional information or informal inquiries, contact vpaa@ub.edu.bs