



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

---

<b>Date Posted</b>	October 2017
<b>Type</b>	Three-year contract with an option to renew
<b>Salary</b>	Negotiable
<b>Employment Type</b>	Full-time

---

**Law Librarian**

University of The Bahamas is pleased to invite applications for the position of Law Librarian. This full-time appointment will begin 2 August 2018.

University Libraries is seeking a full-time Law Librarian with responsibility for the overall management of its law collections which support a Bachelor of Laws degree programme. We are seeking a dynamic and innovative colleague with a strong commitment to service within a diverse community; experience working within a Voyager software environment; strong analytical skills and leadership capabilities; demonstrated knowledge of legal research and resources; and a sound understanding of emerging technologies and the ability to apply them within the library setting. We especially invite applications from professionals with a strong commitment to developing a cohesive and strong integrated library service within the academy.

**Responsibilities.** Manage the law collection in support of a bachelor or laws degree programme; develop and implement policies; engage in library related research; liaise with law faculty; develop and participate in departmental projects; serve on departmental and university-wide committees.

**Qualifications.** Candidates must have an earned master's degree in library science from an accredited institution; demonstrated knowledge of legal research and resources; evidence of a sound understanding of emerging technologies and the ability to apply them within the library setting; experience working within a Voyager software environment.

**Setting.** The University of The Bahamas (UB) is a vital catalyst for national development. Chartered on 10<sup>th</sup> 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 cover letter describing how the applicant's professional qualifications and experience relate to the responsibilities of the position;
2. Copies of academic qualifications;
3. Copies of transcripts of all undergraduate and graduate degree programmes completed;
4. A current and complete curriculum vitae;
5. Copy of relevant pages of a valid passport showing photo ID, passport number and expiration date;
6. Three letters of reference;
7. Completed UB Application for Employment Form found at this link: <http://www.ub.edu.bs/wp-content/uploads/2016/10/UB-Application-for-Employment-Faculty.pdf>.

**To Apply:** Apply electronically at [facultyapply@ub.edu.bs](mailto:facultyapply@ub.edu.bs) noting the position in the subject field. Only electronic submissions will be accepted. Attach the following in one e-file/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 [provostoffice@ub.edu.bs](mailto:provostoffice@ub.edu.bs).