



**University Archivist**  
**University of The Bahamas, Commonwealth of The Bahamas**

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<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

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**University Archivist**

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

University Libraries is seeking an archivist to head of the Archives and Special Collections Unit with responsibility for the day-to-day management and long term development of university archives and special collections materials. We are seeking a colleague who is able to collect, maintain and promote university historic records and artifacts and establish and manage archives and special collections digitization projects. The University Archivist will assist with managing the daily operations and workflow; participate in developing and implementing policies and procedures and consult with university communities on records management policy and practices. We especially encourage applications from professionals with an understanding of the challenges associated with acquiring faculty and institutionally created content.

**Responsibilities.** Spearhead the Archives and Special Collections Unit; manage the day-to-day operations and long term development of university archives and special collections materials; work with on and off campus donors and others to collect, maintain and promote university historic records and artifacts; assist users with archives and special collections requests; establish and manage archives and special collections digitization projects; develop and implement policies and procedures; consult with university communities on records management policy and practices; supervise special collections staff, including student workers; develop and participate in departmental projects; serve on departmental and university-wide committees.

**Qualifications.** Candidates must have an earned master's degree in Archival Studies or Records Management from an accredited institution; evidence of success in devising best practice mechanisms for preserving digital and print content.

**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/2017/01/Application-for-Employment-Staff.pdf>.

**To Apply:** Apply electronically at [facultyapply@ub.edu.bs](mailto:facultyapply@ub.edu.bs) noting the position -- *University Archivist (Staff 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).