



Part-Time Librarian, Harry C. Moore Library & Information Centre
University of The Bahamas, Commonwealth of The Bahamas

Date Posted	August 2018
Employment Type	Part-Time

Part-Time Librarian, Harry C. Moore Library & Information Centre

University of The Bahamas is pleased to invite applications for the position of **Part-Time Librarian**. This full-time appointment will begin 1 August 2019.

University of The Bahamas is seeking a **Part-Time Librarian**. 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.

Responsibilities. Provide general reference and research assistance; manage 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; Ensure the proper closing of the facility; assist the law librarian with policy development as required; and perform any other related duties as required.

The successful candidate will be required to work a Monday - Thursday shift from 6pm – 9:00pm; **and t h r e e** (3) Saturdays (9am-5pm) and **t h r e e** (3) Sundays (1pm – 5pm) per month.

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.

Setting. 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 cover letter describing how the applicant's professional qualifications and experience relate to the responsibilities of the position;
2. Copies of academic certificates;
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. Names and contact information of three persons who can provide 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 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 certificates; transcripts; curriculum vitae; copy of relevant pages of valid passport; names and contact information of three persons who can provide 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.