

Assistant Librarian, UB North
University of The Bahamas, Commonwealth of The Bahamas

Date Posted	June 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 Assistant Librarian, UB North. This full-time appointment will commence August 2022.

Responsibilities: Under the direction of the Campus Librarian, this position will be required to participate in varying degrees of the professional aspects of the operations of the Branch, including assisting the Librarian in developing, maintaining and providing access to library services and resources; administration and management of the Branch; the supervision of designated personnel and with the establishment of quality standards for the Branch. This position requires the holder to have an understanding of all technical and public services operations and demonstrates knowledge of new library practices, procedures and emerging technologies and trends.

- Assist in the organization and overall management of the Branch Library
- Assist in the training and supervision of Branch staff
- Assist in the development, and evaluation of policies and procedures based on the library's mission and user needs
- Assist in the creation and maintenance of strong relationships with academic Schools/Faculties/Departments
- Liaise with other Units/ Branches on library-related matters as directed. Coordinate the selection, receipt, and processing of library materials
- Perform original and copy cataloguing using standardized cataloguing practices and tools.
- Perform needed cataloguing authority work in the database
- Review the quality of existing data in the library's catalogue and take action to amend inaccurate data, merging or deleting records as required
- Assist in the provision of reference services to users, identifying and demonstrating the use of databases and web resources
- Provide instructional services in individual and group settings

- Compile procedural manuals, library guides and instructional materials in print and electronic format
- Maintain the library's web presence, particularly with regard to social media
- Maintain financial records, secure collected funds and make monthly deposits to the Business Office
- Monitor level of library and general office supplies and order replacements
- Communicate with external vendors and solicit quotes for services
- Direct the general repair and maintenance of the library space
- Prepare and submit statistical and written reports
- Assist with the planning and coordination of special projects as required
- Represent the library on library and university committees as required
- Provide oversight in the absence of the Campus Librarian
- Undertake research and publish the results
- Attend general staff and professional team meetings
- Remain competent and current through self-directed professional reading, attending professional development courses, and attending training and/or courses
- Contribute to the overall success of library services by performing all other essential duties and responsibilities as assigned

Qualifications. Applicants must possess a Bachelor's degree in Library and/or Information Science with ten years post Bachelor experience, or a minimum of 15 years working in an academic library setting.

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