

**Reference Librarian II**  
**University of The Bahamas, Commonwealth of The Bahamas**

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<b>Date Posted</b>	June 2022
<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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The Harry C. Moore Libraries is pleased to invite applications for the position of Librarian II/ Reference Librarian. 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; his/her duties will include leadership in planning, budgeting, monitoring and assessing library services delivery; policy development and facilities management; supervision and training of library staff; engagement in library related research, liaison with faculty and evening and weekend reference desk assignments (on rotation). The position reports to the Deputy Librarian.

- Facilitates the delivery of effective library and information services in an environment conducive to study, research, personal and professional growth
- Provides reference service in accordance with the ref desk schedule, and participates in a contingency rotation as needed
- Serve as library liaison to an academic School as assigned
- Represents the University Librarian as required
- Assists users in finding print and electronic resources
- Contributes to the formulation of library policies and procedures and their review
- Prepares manuals of operation and procedures for the reference unit
- Monitors the performance of library personnel and student assistant(s) and provides appropriate training for efficient performance of duties
- Learn and apply emerging technologies and advances (e.g., computer software applications) as necessary to perform duties in an efficient, organized and timely manner
- Provides one-on-one assistance in-person or in a virtual environment
- Assist faculty with the integration of library research and information retrieval skills in their courses

- Oversees a systematic reference collection development programme
- Develops research guides and other instructional materials
- Develops library programme to aid in student research success
- Plans, conducts and assesses information literacy sessions
- Prepares monthly and annual reports, budgetary requests, and statistical data as required
- Plans and conducts monthly meetings with staff
- Attends and participates in general, branch, campus, professional and committee meetings and activities
- Participates in departmental projects, staff development activities, programmes, etc.
- Keeps abreast of new developments in librarianship that could contribute to improved library services delivery
- Conducts library related research
- Works one evening reference desk rotation per week and one Saturday per month
- Serves on the library management team
- Represents the university library on local and international committees
- Develops, expands and maintains links with the local and international library communities
- Manages library user complaints and facilitates the resolution of conflict between library employees and users

**Qualifications.** Applicants must possess an earned master’s degree in Library and/or Information Science from an accredited university; and a minimum of seven (7) years’ experience in an academic library which includes supervision and reference service management/provision.

**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](http://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](mailto: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](mailto:vpaa@ub.edu.bs)