

University Librarian
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 University of The Bahamas is pleased to invite applications for the position of University Librarian. The University's Library system comprises of three (3) libraries, the Harry C. Moore Library & Information Centre, the Hilda Bowen Library and the UB North Library. Combined, there are 13 professionals inclusive of an Archivist, and a Director of Oral & Public History Institute. This group is currently supported by a total of ten (10) support staff. This full-time appointment will commence January 2023.

Responsibilities: Reporting to the Vice President for Academic Affairs, the University Librarian will:

- Supervise the functions of the libraries in support of the mission of the University
- Provide strategic leadership for the coordination and management of Library services, including planning and budgeting and the integration of emerging technologies and trends
- Maintain strong collaborative relationships within the Libraries, the University, and the wider community
- Represent the university libraries and the university within the wider community.
- Determine Library policies and procedures as well as evaluation of existing policies
- Oversee the requisition of Library materials, equipment, furniture, and services
- Oversee the requisition of orders for monographs, serials, pamphlets, and other Library materials
- Serves as a member of the Academic Senate
- Prepare budget estimates
- Enforce library policies as approved by the Academic Senate
- Compile annual reports for submission to the Office of the VP Academic Affairs the University Libraries
- Participate in local, regional, and international library associations and events
- Supervise training of Library staff and evaluation of their job performance
- Determine areas for library staff development and training
- Implement training programmes and evaluation of their effectiveness

- Plan for development of libraries, staff, and facilities
- Represent the Library at meetings both within and outside of the University
- Representative of the Library on the Academic Senate and other relevant committees/boards of the University
- Represent the libraries on relevant institutional and national committees/boards
- Develop, promote, and access Library programmes and services
- Perform other duties as requested by the Vice President for Academic Affairs

Qualifications. Applicants must possess postgraduate degree(s) in Library Science with at least 5-7 years' relevant post-qualification experience in an institution of higher learning. Membership of relevant professional bodies will be an added advantage. Due consideration will also be given to candidates with international exposure and experience.

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