



Human Resources Department

The Human Resources Department announces a staff vacancy for the position of Chief Library Assistant in University Libraries Department.

The University prefers to fill the position internally if possible. HR will take into consideration work experience, academic qualifications and other factors when assessing candidates to be shortlisted. Should a suitable candidate not be identified internally, the position will be advertised externally.

The candidate should meet the minimum requirements as outlined in the job description below. Please read the entire position announcement to determine if the vacancy aligns with your interests and/or qualifications and experience.

Interested candidates should submit the specified documents electronically to: hrapply@ub.edu.bs on or before 20th August 2022. Kindly make the position title the subject of email.

POSITION ANNOUNCEMENT

JOB TITLE	CHIEF LIBRARY ASSISTANT
TYPE OF VACANCY	STAFF
DEPARTMENT/UNIT	UNIVERSITY LIBRARIES/ PUBLIC SERVICES/TECH. SERVICES/BRANCHES
REPORTS TO	LIBRARIAN
<p>SUMMARY: To perform a variety of para-professional duties with minimal supervision to include reference, bibliographic instruction, circulation, cataloguing, audio-visual booking, participation in special projects such as digitization; supervision of student workers and library assistants; demonstrate above average oral and written communication skills; demonstrate leadership, good judgment and trust; maintains the collections and develops and provides services to patrons; responsible for the unit in the absence of the Librarian.</p>	
<p>DUTIES & RESPONSIBILITIES: The position of Chief Library Assistant is required to perform a variety of tasks including, but not limited to, the following:</p> <ul style="list-style-type: none"> Circulation and Collection Maintenance <ul style="list-style-type: none"> ➤ Check-in, charge out, and renew library items using the automated system ➤ Generate and update patron records ➤ Collect fines and fees ➤ Shelf books, journals and audio visual resources ➤ Shelf read and shift materials in collections as needed ➤ Provide Reference and Bibliographic Instruction as requested ➤ Provide directional information and instruction to students, faculty, staff and external patrons on the use of library databases (OPAC, EBSCO, Jstor, etc.) ➤ Receive packages and take messages via phone and in-person Administrative <ul style="list-style-type: none"> ➤ Recharge and sell copy cards ➤ Supervise student workers and monitor their work as required ➤ Participate in the formulation of policies and procedures for the unit ➤ Prepare exhibits and programmes ➤ Attend library meetings ➤ Perform Technical Services function as required ➤ Assist in Identifying titles for purchase ➤ Download bibliographic records for new titles ➤ Prepare new of books for circulation Archives <ul style="list-style-type: none"> ➤ Assist with scanning, photocopying and uploading records as required computers ➤ Assist with processing and other technical requirement for archival documents. ➤ Special Projects <ul style="list-style-type: none"> ➤ Scan, edit and upload documents ➤ Participate in library wide projects ➤ Professional Development <ul style="list-style-type: none"> ➤ Participate in workshops, seminars and webinars for professional development ➤ Participate in the evening and weekend rotation schedule; ➤ Perform other work related duties as assigned by the Supervisor/University Librarian. 	

POSITION ANNOUNCEMENT

REQUIREMENTS:

- Attention to detail;
- Computer literacy;
- Above average oral and written communication skills, initiative, and self-motivation;
- Must be a team player;
- Good organizational and leadership skills;
- Previous library and supervisory experience and experience using standard office/library equipment (copiers, scanners).

QUALIFICATIONS:

- Associate Degree in relevant area, and seven (7) years of relevant work experience.

Salary Grade	SPS – 3
Date Published	August 6, 2022
Application End Date	August 20, 2022
Date to be Removed	August 20, 2022

Requested Information: Interested applicants should submit the following electronically to the Human Resources Department (*noting the position in the subject field of the email*),

via the email address below:

- A letter of interest highlighting work experience and accomplishments relevant to the position;
- A curriculum vitae or resume;
- Completed Employment Application Form – Staff ([Application-for-Employment-Staff.pdf \(ub.edu.bs\)](https://ub.edu.bs/Application-for-Employment-Staff.pdf));
- Copies of all academic qualifications with transcripts (original transcripts will be required upon employment), certificates; and
- The names and contact information of three professional references.

Email Address: hrapply@ub.edu.bs
Subject: Chief Library Assistant



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The above statements are intended to describe the general nature and level of work to be performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of the Chief Library Assistant.