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## Human Resources Department

The Human Resources Department announces a staff vacancy for the position of Library Associate I – UB North 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](mailto:hrapply@ub.edu.bs) on or before 20<sup>th</sup> August 2022. Kindly make the position title the subject of email.

## POSITION ANNOUNCEMENT

<b>JOB TITLE</b>	<b>LIBRARY ASSOCIATE I – UB NORTH</b>
<b>TYPE OF VACANCY</b>	<b>STAFF</b>
<b>DEPARTMENT/UNIT</b>	<b>UNIVERSITY LIBRARIES / UB NORTH</b>
<b>REPORTS TO</b>	<b>CAMPUS LIBRARIAN</b>
<p><b>SUMMARY:</b> This position reports to the Campus Librarian, and is responsible for performing a variety of tasks with limited supervision. Among the tasks to perform are: participate in the management of the circulation activities; supervision of student workers, provide basic library instruction as required, provide reference services; participation in special project teams; participate in evening and weekend opening schedules; head special projects team; participate in document scanning projects; retrieve documents are required, provide shelving and maintenance assistance. The candidate must possess good oral and written communication skills and works well with the public. This person liaises with the University</p>	
<p><b>DUTIES &amp; RESPONSIBILITIES:</b> The position of Library Associate I – UB North is required to perform a variety of tasks including, but not limited to, the following:</p> <p><b>Acquisitions:</b></p> <ul style="list-style-type: none"> <li>➤ Assist with new acquisitions</li> <li>➤ Monitor and track budget allocations and spending</li> <li>➤ Track payment for goods and services</li> <li>➤ Monitor receipt of invoices</li> <li>➤ Communicate with the Office of the VP regarding payment of outstanding</li> <li>➤ Track outstanding payments</li> <li>➤ Assist the Acquisitions Librarian with the compilation of monthly and annual reports</li> <li>➤ Participate in weekend and evening schedule rotation</li> <li>➤ Assist with circulation desks duties as assigned</li> <li>➤ Liaise with Records and Business offices as needed</li> <li>➤ Assist with supervision of work study student</li> <li>➤ Prepare schedules for student workers</li> <li>➤ Assist with the development and revision of library policies</li> <li>➤ Assist with library marketing initiatives</li> <li>➤ Participate in collection development exercise.</li> <li>➤ Attend university/unit/meetings</li> <li>➤ Perform any other duties as assigned.</li> </ul>	

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**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:**

- Bachelor's Degree in relevant area, and five (5) years of relevant work experience.

<b>Salary Grade</b>	<b>SPS – 4</b>
<b>Date Published</b>	<b>August 6, 2022</b>
<b>Application End Date</b>	<b>August 20, 2022</b>
<b>Date to be Removed</b>	<b>August 20, 2022</b>

**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 \(ub.edu.bs\)](#));
- 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](mailto:hrapply@ub.edu.bs)

**Subject:** Library Associate I – UB North



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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 Library Associate I – UB North.*