



Archivist

University of The Bahamas, Commonwealth of The Bahamas

Date Posted	February 2026
Type	Contractual with an option to renew
Salary	Negotiable
Employment Type	Full-time

Archivist

The Harry C. Moore Libraries is pleased to invite applications for the position of Archivist. This appointment will commence August 2026.

The Archivist provides, secures and manages the system for the acquisition, preservation, conservation, arrangement and accessibility of University records of historical and enduring value. As it relates to the University's archival collection, the Archivist is also responsible for some additional tasks that include but are not limited to obtaining appraisals, preservation, acquisition, arrangement and description, records management, access, outreach, technology and digital projects. Success in this role requires analytical thinking, good organization, interpersonal, computer and research skills coupled with a desire to learn and share knowledge.

DUTIES AND RESPONSIBILITIES:

Reporting to the Deputy Librarian, the Archivist shall:

- Spearhead the Archives and Special Collections Unit;
- Manage the day-to-day operations and long-term development of university archives and special collections materials;
- Work with on and off campus donors and others to collect, maintain and promote university historic records and artifacts;
- Appraise the materials, determine preservation and conservation issues, and determine best practice for resolving issues;
- Complete the organization, preservation, and description of the collection;

- Establish and manage archives and special collections digitization projects;
- Teach archival instruction sessions, create exhibits, and engage in other outreach activities;
- Develop, implement and consult with university communities on records management policy and practices;
- Supervise special collections staff, including student workers;
- Develop and participate in departmental projects and assist users with archives and special collections projects
- Maintain and update archival database;
- Represent the department and the institution as a when required.

QUALIFICATIONS

Candidates must have earned at minimum a Masters or Ph.D. / Ed.D. in Special Education from an internationally recognised and accredited institution. Candidates should also possess a certification in applied behavioral analysis. They should have excellent tertiary-level teaching experience and evidence of scholarly research and publications. Teacher certification is also required.

Setting. 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 cover letter describing academic philosophy and vision, research and publications;
2. Copies of academic certificates;
3. Copies of transcripts of all undergraduate and graduate degree programmes completed;
4. A current and complete curriculum vitae;

5. Copy of relevant pages of a valid passport showing photo ID, passport number and expiration date;
6. Names and contact information of three persons who can provide letters of reference;
7. Completed UB Application for Employment Form found at this link:
<http://www.ub.edu.bs/wp-content/uploads/2016/10/UB-Application-for-Employment-Faculty.pdf>

To Apply: Apply electronically at <https://bit.ly/UB-HR-APPLY-HERE> *noting the position in the subject field*. Only electronic submissions will be accepted. Attach all of the above-listed in one electronic file. Additional materials will be required of shortlisted candidates.