



Reference Librarian II
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

Reference Librarian II

The Harry C. Moore Libraries is pleased to invite applications for the position of Reference Librarian II. This full-time appointment will commence August 2026.

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).

DUTIES AND RESPONSIBILITIES:

Reporting to the Deputy Librarian, the Reference Librarian II shall:

- Facilitate the delivery of effective library and information services in an environment conducive to study, research, personal and professional growth;
- Provide 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;
- Represent the University Librarian as required;
- Assist users in finding print and electronic resources;
- Contribute to the formulation of library policies and procedures and their review;
- Prepare manuals of operation and procedures for the reference unit;

- Monitor 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;
- Develop research guides and other instructional materials;
- Develop library programme to aid in student research success;
- Plan, conduct and assesses information literacy sessions;
- Prepare monthly and annual reports, budgetary requests, and statistical data as required;
- Plan and conduct monthly meetings with staff;
- Attend and participate in general, branch, campus, professional and committee meetings and activities;
- Participate in departmental projects, staff development activities, programmes, etc.
- Keep abreast of new developments in librarianship that could contribute to improved library services delivery;
- Conduct library related research;
- Work one evening reference desk rotation per week and one Saturday per month;
- Serve on the library management team;
- Represent the university library on local and international committees;
- Develop, expand and maintain links with the local and international library communities;
- Manage library user complaints and facilitate the resolution of conflict between library employees and users.

QUALIFICATIONS

Candidates must have an earned Master's degree in Library and/or Information Science from an internationally recognised and accredited institution; and a minimum of seven (7) years' experience in an academic library which includes supervision and reference service management/provision.

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.