

POSITION ANNOUNCEMENT

JOB TITLE	LIBRARIAN II, LAW
TYPE OF VACANCY	FACULTY
SCHOOL/DEPARTMENT	LIBRARIES & INSTRUCTIONAL MEDIA SERVICES
LOCATION	NEW PROVIDENCE CAMPUS
START DATE	August 1, 2012
HISTORY	<p>The College of The Bahamas is the national institution of tertiary general education of The Commonwealth of The Bahamas. The institution grants certificates, diplomas, associate degrees, and a growing number of Bachelor's degrees to nearly 4,000 students located around the Bahamian archipelago. It has extensive links with tertiary institutions in the Caribbean and North America and its credits are accepted by more than 200 colleges and universities in those regions and in Great Britain. It is poised to embark aggressively upon a major expansion of its programme offerings, its research activities, and its physical facilities, and to incorporate distance teaching methodologies into its repertoire of strategies for delivering instruction, all with a view to seeking a charter as a university.</p>
DUTIES & RESPONSIBILITIES	<p>This position reports to the Deputy Librarian and is accountable for supervising the day-to-day administration, maintenance, marketing and promotion of the law collection and services in the Harry C. Moore Library and Information Centre (HCM). The position also coordinates collection development for the Bachelor of Law Degree programme and contributes to the achievement of the College's and the library's mission and goals.</p> <p>Duties and responsibilities include the oversight of the smooth operation of the law reference desk services and collections, training, mentoring and evaluating staff to ensure efficiency of reference desk services and growth in usage of the collection, evaluation and analyses of reference desk services and usage of the collections and making appropriate recommendations, formulation of recommended policies and procedures for the service that meet established standards, participation in the budget preparation for Harry C. Moore Library and monitoring expenditure of approved allocations for law services, coordination of collection development activities for the Bachelor of Law Degree programme in keeping with established policies, conducting bibliographic and information literacy sessions, preparation of reports, attendance at professional and general staff meetings, service on library and college wide committees, engagement in research and professional activities, working evening and weekends on rotation.</p>
QUALIFICATIONS	<p>A Master's degree in Library Science from an accredited institution and a minimum of five years post qualification experience, preferably in a Law Library, is required. A Law degree would be an asset. Knowledge and skills in library automation, manipulation of database packages, online searching and bibliographic and</p>

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	<p>information literacy instruction and previous managerial and supervisory experience are essential. The position works closely with other sections of Harry C. Moore Library and branches of the Libraries and Instructional Media Services Department. In addition, liaison with faculty, students and members of the public is required.</p> <p>This position requires previous managerial and supervisory skills.</p>	
<p>SALARY GRADE</p>	<p>TD – Doctoral Degree TM – Master’s Degree</p>	<p>\$42,160 - \$69,160 \$39,460 - \$61,960</p>
<p>APPLICATION DEADLINE</p>	<p>February 24, 2012</p>	
<p>APPLICATION INFORMATION</p>	<p>Applicants should send the following documents:</p> <ul style="list-style-type: none"> • A completed College of The Bahamas Application for Employment Form (complete an online form here: www.cob.edu.bs/hrprofile or download the application form here: http://www.cob.edu.bs/DOCS/EmploymentApplication.pdf) • A letter of interest (highlighting work experience and accomplishments relevant to the position) • An up-to-date curriculum vitae or resume • Teaching philosophy statement • Evidence of excellence in teaching • Unofficial transcripts (official transcripts needed for employment) • At least three confidential, professional references <p><i>Applications will NOT be considered without the complete package.</i></p>	
<p>MAILING ADDRESS</p>	<p>The College of The Bahamas Human Resources Department P. O. Box N-4912 Poinciana Drive & Thompson Boulevard Nassau, Bahamas <u>Attention: Renee Mayers</u> <u>Associate Vice President, Human Resources</u></p> <p>OR</p> <p>hrapply@cob.edu.bs</p>	