## POSITION ANNOUNCEMENT

<table>
<thead>
<tr>
<th>JOB TITLE AND RANK</th>
<th>Campus Librarian, Librarian II</th>
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<tbody>
<tr>
<td>LOCATION</td>
<td>Northern Bahamas Campus; Freeport, Grand Bahama</td>
</tr>
<tr>
<td>START DATE</td>
<td>1 August 2015</td>
</tr>
<tr>
<td>TYPE OF VACANCY</td>
<td>Faculty</td>
</tr>
<tr>
<td>DEPARTMENT</td>
<td>Libraries and Instructional Media Services</td>
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<tr>
<td>UNIT</td>
<td>Public Services</td>
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### SUMMARY

Established in 1974, The College of The Bahamas is the national higher education institution of The Commonwealth of The Bahamas. With an enrolment of 5000 students, the College offers master, bachelor and associate degrees.

The Libraries and Instructional Media Services Department is seeking a full-time Librarian to lead the strategic development of library services at the Northern Bahamas Campus. The successful candidate should be a dynamic, innovative individual with strong communication, analytical and interpersonal skills and a commitment to excellence in librarianship and customer service. The successful candidate should demonstrate sound understanding of emerging technologies and trends in library and information science and their application in an academic library environment and a strong commitment to developing excellent and innovative integrated library services.

The duties of the Librarian will include leadership in planning, budgeting, monitoring and assessing of library services delivery; policy development and facilities management; supervision and training of library staff; engagement in library related research; liaising with faculty/Schools, and performing evening and weekend reference desk assignments (on rotation).

The position reports to the College Librarian.

### DUTIES AND RESPONSIBILITIES

- Facilitates the delivery of effective library and information services in an environment conducive to study, research, personal and professional growth;
- Takes the lead in plans for library development at the campus;
- Contributes to the formulation of library policies and procedures and their review;
- Revises and prepares campus library procedures and operations manuals;
- Monitors the performance of library personnel and student assistant(s) and provides appropriate training;
- Recommends and oversees a systematic collection development programme;
- Develops library programming;
- Plans, conducts and assesses information literacy sessions;
- Prepares monthly and annual reports, budgetary requests, and statistical data as required;
- Plans and conducts monthly meetings with campus library staff;
- Attends and participates in general, branch, campus, professional and committee meetings and activities;
- Participates in departmental projects, staff development activities, programmes, etc.;
- Keeps abreast of new developments in librarianship;
- Conducts library related research;
- Works one evening reference desk rotation each academic year;
- Serves on the library management team;
- Expands and maintains links with the local and international library communities;
- Manages library user complaints and facilitates the resolution of conflict between library employees and users, providing advice and support for disciplinary process/action as required;
- Performs other related duties to support the ongoing development of the Libraries and Instructional Media Services Department.

### QUALIFICATIONS

- An earned master’s degree in Library and/or Information Science from an accredited university;
- A minimum of seven (7) years experience in an academic library which
**POSITION ANNOUNCEMENT**

includes management and leadership of a library branch/unit.

<table>
<thead>
<tr>
<th>SALARY SCALE</th>
<th>TM - Master’s Degree</th>
<th>$37,660- $63,310</th>
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<tbody>
<tr>
<td>APPLICATION DEADLINE</td>
<td>February 27, 2014</td>
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**APPLICATION INFORMATION**

Applicants should submit the following:

- A completed College of The Bahamas Application for Employment Form (www.cob.edu.bs/hrprofile);
- A letter of interest (highlighting work experience and accomplishments relevant to the position);
- An up-to-date curriculum vitae or resume;
- Librarianship philosophy statement;
- Evidence of excellence in librarianship;
- Evidence of research and scholarship;
- Evidence of service to the profession;
- Unofficial transcripts (official transcripts needed for employment); and
- At least three confidential, professional references.

*Applications will not be considered without the complete package.*

**MAILING ADDRESS**

The College of The Bahamas
Human Resources Department
P. O. Box N-4912
Poinciana Drive and Thompson Boulevard
Nassau, The Bahamas
Attention: Ms. Rénee Mayers
Associate Vice President, Human Resources

OR

faculty.application@cob.edu.bs