POSITION ANNOUNCEMENT

**Librarian I, Special Collections Librarian**

**LOCATION**
Oakes Field Campus, Nassau, New Providence, The Bahamas

**START DATE**
1 August 2015

**TYPE OF VACANCY**
Faculty

**DEPARTMENT**
Libraries and Instructional Media Services

**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 (LIMS) Department invites applications for a full time faculty position at the rank of Librarian II, Special Collections. This position has curatorial, instruction and outreach responsibility for special collections and supports a broad range of departmental initiatives. The Special Collections Librarian assists with managing daily operations and workflow; digitizes materials as required; supervises student workers; and coordinates the work of other staff within the unit. The position reports to the Deputy Librarian.

**DUTIES AND RESPONSIBILITIES**
- Developing and managing print and digital collections, building upon existing strengths and exploring new areas for development;
- Providing access, through metadata creation, to a large collection of materials, including vertical files, newspapers and photographs;
- Coordinating instruction sessions as required;
- Collaborating with colleagues in the areas of collection development, archival and manuscript processing, rare books cataloging, preservation, and digitization;
- Providing reference services and supporting day-to-day operations, which may include some supervision of staff;
- Participating in LIMS initiatives outside of Special Collections and University Archives by serving on departmental and campus committees and contributing to other relevant activities and events;
- Maintaining a course of personal professional development through active participation in professional associations or other professional activities;
- Performing other related duties that support the mission of LIMS.

**QUALIFICATIONS**
- At least a master’s degree in Library Science from an accredited institution;
- A minimum of one year academic library experience post master’s degree.

**SALARY GRADE**
LM – Master’s degree $32,710 – 49,210

**APPLICATION DEADLINE**
27 February 2015

**APPLICATION INFORMATION**
Applicants should send 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 service to the profession;
- Evidence of research and scholarship;
- 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
Nassau, N.P. The Bahamas
Attention: Mrs. Renee Mayers
Associate Vice President, Human Resources
OR
faculty.application@cob.edu.bs