

JOB TITLE	Librarian II, Special Collections	
LOCATION	New Providence Campus	
START DATE	August 1, 2012	
TYPE OF VACANCY	Faculty	
DEPARTMENT	Libraries and Instructional Media Services	
SUMMARY	<p>Established in 1974, The College of The Bahamas is the national higher education institution of The Commonwealth of The Bahamas. With an enrolment of almost 5000 students, the College offers two master's degrees, bachelor degrees and some associate degrees. The College enjoys extensive links with tertiary institutions throughout the Caribbean and North America and its credits are accepted by more than 200 colleges and universities in those regions and in Great Britain. With a view to attaining university status, the College has embarked aggressively upon a major expansion of its programme offerings, research activities and physical facilities and is incorporating e-learning methodologies into its repertoire of strategies for delivering instruction.</p>	
DUTIES AND RESPONSIBILITIES	<p>Duties and responsibilities include overseeing the acquisition, archiving and conservation of new and existing collections; directing the preservation and conservation of specialized collections at other library branches; designing and curating museum quality exhibits; leading short and long-range planning to expand special collections; promoting special resources; developing services and programmes that attract wide community engagement and participation; supervising and mentoring library personnel; identifying appropriate emerging technologies to support the functions of the Unit; developing appropriate training programmes; administering budgetary allocations; liaising with relevant internal and external groups; attending and participating in library and College functions.</p>	
QUALIFICATIONS	<p>Applicants must have at least a master's degree in Library Science with a concentration in Archival or Museum Studies from an accredited institution and a minimum of five years experience in a similar position; excellent interpersonal, organizational, analytical and verbal and written communication skills; good record of supervisory and leadership responsibilities, ability to work as part of the library team.</p> <p>The successful applicant will be a dynamic, innovative individual with a strong commitment to service within a diverse community; will have leadership and administrative experience in a similar position, preferably in an academic setting; will have a sound understanding of emerging technologies and the ability to apply them in showcasing the specialized resources within the Department; and will have the ability to develop a cohesive and strong conservation programme within the Library Department.</p>	
SALARY GRADE	TD - Doctoral Degree	\$42,160 - \$69,160
	TM - Master's Degree	\$39,460 - \$61,960

APPLICATION DEADLINE	December 31, 2011
APPLICATION INFORMATION	<p>Applicants should send the following documents:</p> <ul style="list-style-type: none"> • 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 • Evidence of successful leadership and administrative experience in a similar position • 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>
MAILING ADDRESS	<p>The College of The Bahamas Human Resources Department P. O. Box N-4912 Poinciana Drive & Thompson Boulevard Nassau, Bahamas <u>Attention: Ms. Renee Mayers</u> <u>Associate Vice President, Human Resources</u></p> <p>OR</p> <p>hrapply@cob.edu.bs</p>