



Job Vacancy
Library Assistant

Applications are invited from suitably qualified persons for the post of **Library Assistant** at the Eugene Dupuch Law School, Nassau, The Bahamas. The Eugene Dupuch Law School is a regional institution that is administered by the Council of Legal Education.

The Library Assistant's role is to foster a welcoming and supportive atmosphere for library users by assisting with locating library materials, providing information about library services, assisting with legal research and facilitating the smooth operation of library functions.

MINIMUM EDUCATIONAL QUALIFICATIONS AND EXPERIENCE

1. Five (5) or more BGCSEs, which must include Mathematics and English Language.
2. At least two (2) years' relevant work experience.
3. Library Technician Certificate from a recognized institution would be an asset.

Knowledge

1. Working knowledge of library systems, practices, and procedures.
2. Working knowledge of modern office procedures and methods.
3. Good knowledge of legal publications.

Skills

1. Very good communication (written and oral) and interpersonal skills.
2. Very good customer service skills in order to anticipate the needs of others and handle requests proactively and effectively.
3. Demonstrated computer literacy and proficiency in the use of Adobe scanning software and Microsoft Office Suite with an emphasis on Word, Excel, Access, and Outlook.
4. Good planning and organisational skills in order to multi-task and manage priorities in a dynamic and fast-paced environment and meet deadlines.

Attitudes

1. Demonstrates maturity, wisdom, and good judgment.
2. Exercises a very high level of confidentiality, diplomacy, and tact at all times.
3. Is an independent and quick thinker, self-starter, self-motivated, hardworking, responsible, accountable, and energetic and has a positive approach to work and other activities of the Law School.
4. Can work under pressure while exercising patience and tolerance.
5. Pays keen attention to detail and accuracy in work.
6. Must be a team player.
7. Must have a teachable attitude.

The following duties would also apply to this role.

General Front/Circulation Desk Duties

1. Uses Library Management System to perform transactions such as loans, returns, renewals for library users.
2. Answers routine research queries.

3. Assists library users with the location of items in the library's collection.
4. Updates Daily Electronic Log with relevant transactions.
5. Maintains records of overdue, lost books, and fines.
6. Monitors and records use of the library facilities.
7. Sorts and shelves print materials and maintains shelves in their appropriate order.
8. Photocopies and prints documents for library users.
9. Collects funds and provides receipts for payment of photocopying, printing, library membership fees and other library services.
10. Issues and records the receipt and dispatch of library correspondence and packages.

Technical/Clerical

1. Answers research inquiries and refer library users in need of in-depth queries to the Senior Library Assistant or the Librarian.
2. Updates various loose-leaf publications.
3. Updates legislation of The Bahamas with amendments.
4. Sorts, records and organises official gazettes (Government gazettes).
5. Reports malfunctioning office equipment and furniture and contacts the designated person when office equipment needs to be serviced.
6. Ensures that all computers are operational and reports any problems to the designated persons.
7. Clips newspaper articles according to set guidelines.
8. Digitises newspaper articles and other documents.
9. Assists with the preparation of documents and their related metadata for upload to digital collections.
10. Compiles and prepares statistical reports for the Library.
11. Conducts inventory for missing items.
12. Assists with the compilation of various publications by the Library.
13. Reviews course guides and other compilations to ascertain that items listed therein are in the library's collection.
14. Assists with cataloguing and classification.
15. Assists with the distribution of passwords for electronic resources.
16. Prepares library statistical reports.
17. Assists in the research, curation, and preparation of displays, exhibitions and events.
18. Conducts instructional sessions on the use of library resources and technology.
19. Organises collections of material to ensure that they are easily accessible to library users.

Professional

1. Identifies or discusses and commits to professional development opportunities.
2. Participates positively in performance management conversations and experiences.
3. Is compliant with the Council of Legal Education Regulations, EDLS organisational policies and procedures, and international library standards.
4. Maintains professional conduct based on the EDLS' core values, policies, and procedures.
5. Promotes healthy working relationships with co-workers and external stakeholders.
6. Builds rapport to establish and maintain effective relationships with students, faculty, staff, and the public in order to gain their trust and respect.
7. Represents the Library and Law School in a friendly, courteous, and professional manner.

Other Duties

1. Provides the requisite information to assist the Librarian with the preparation of the annual Library Report for the Council of Legal Education.
2. Checks the Law School's property at the end of each day and reports immediately via email to the relevant person, if there are any breaches.
3. Provides administrative/secretarial support to the Office of the Registrar as needed.

4. Performs other job-related duties that may be required to support the strategies of the department's Operational Plan.

Working Conditions and Physical Environment:

- Normal library environment.
- Exposure to dust, mold, and mildew from books.
- Significant standing, walking, moving, climbing, lifting/carrying, bending, kneeling, reaching, handling, pushing, and pulling.
- Will be required to lift heavy materials such as books.
- Will be required to work on shifts, which includes Saturdays.
- Occasionally, may be required to work beyond normal working hours.

Reporting Relationships

Reports directly to the Librarian and indirectly to the Senior Library Assistant.

The Application

A letter of application, curriculum vitae with supporting documents, a police certificate of good character, and signed references from three (3) referees should be emailed not later than **Friday, May 24, 2024** to HR@edls.edu.bs .

The Eugene Dupuch Law School recognises the time and effort it takes to apply for a position and thanks all applicants for their interest. However, only short-listed applications will be acknowledged. Late applications will not be considered.