COUNCIL OF LEGAL EDUCATION
Eugene Dupuch Law School

Job Vacancy
Library Assistant III

Applications are invited from suitably qualified persons for the post of Library Assistant III 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 (Caribbean).

The Library Assistant III plays a key role in supporting the operations of a modern law library. This position carries advanced technical responsibilities within the library and involves maintaining and enhancing digital and physical collections, supporting users, particularly in legal research, and ensuring efficient access to information resources. The role contributes to the implementation of new technologies, supervises circulation and collection activities, and plays a key part in achieving organisation wide goals through cross-departmental collaboration and innovation.

MINIMUM EDUCATIONAL QUALIFICATIONS AND EXPERIENCE

1. Bachelor's Degree in a relevant area.
2. At least two (2) years' relevant work experience.
3. Demonstrated proficiency in Microsoft Office Suite (Word, Excel, PowerPoint, Outlook)

OR:

1. Associate degree in a relevant area.
2. Three (3) years previous experience in a related role at a special library.
3. Demonstrated proficiency in legal research, information technology and information management techniques.

Knowledge

1. Excellent knowledge of library systems, practices, and procedures.
2. Excellent knowledge of modern office procedures and methods.
3. Excellent knowledge of legal research.
4. Excellent knowledge of computers and information technology.

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 energic 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.

Frontline Library Services & User Support

a) Deliver customer-focused services at the Circulation Desk.
b) Perform daily opening and closing procedures.
c) Operate the Library Management System (LMS) to process check-outs, returns, renewals, reservations, and user account inquiries.
d) Assist users in locating items across both physical and digital collections using the library catalogue and discovery tools.
e) Maintain the daily electronic log to document user interactions, service issues, and transactions for internal reporting and service tracking.
f) Operate multifunctional devices to provide printing, photocopying, scanning, and binding services for library users.
g) Monitor user behaviour in the library to ensure adherence to policies and promote a respectful and inclusive environment.

Collection Maintenance & Material Handling

a) Organise, shelve, and maintain print collections according to classification standards to ensure discoverability and order.
b) Assist in the processing of new materials to prepare them for user access.
c) Implement basic conservation measures for print materials, including minor repairs and appropriate storage practices.
d) Update and maintain loose-leaf materials and publications.
e) Conduct regular inventory audits.
f) Integrate amendments into legislation collection

Legal Research Support

a) Respond to legal research queries of varying complexity.
b) Collate and organise collections of physical and digital collections for ease of access.
c) Assists in the preparation of precedents for use of the Law School.

Digital Archiving & Metadata Management

a) Select, process and digitize newspaper articles and other documents in accordance with established guidelines for long-term preservation and access.
b) Create related metadata for digital documents to support resource discovery and improve searchability.
c) Maintain and update various digital collections, in particular, the EDLS' external digital collections.

Cataloguing & Classification

a) Assist in the classification and cataloging of information resources to ensure consistency and accuracy.
b) Input and edit records in the Library Management System (LMS).

Technology & Systems Support

a) Update user information and balances in the Print Management System and provide basic troubleshooting assistance.
b) Assist with the integration of new technologies across the law school, including software and hardware evaluations.

c) Assist users with logging into and using digital platforms, online databases, and troubleshoot basic access issues.
d) Provide recommendations for technological improvements and emerging tools that support legal education and research.
e) Supports user access to digital resources by creating and distributing login credentials for LMS and other electronic library services.
f) Supports school-wide initiatives that involve the integration of technology and digital tools. The role actively collaborates with academic and administrative departments to promote effective and innovative use of digital resources in support of the Law School's strategic and operational goals.

Instruction & Training

a) Conduct user education sessions in library services, research databases, and digital tools for students.
b) Assist in onboarding and coaching staff in standard operating procedures and the use of new technologies.
c) Assist in the designing and implementation of training programs to support library staff in the effective use of digital resources and systems.

Content Creation & Outreach

a) Design and produce law school publications, such as user guides, newsletters, flyers and digital exhibits to support user engagement.
b) Assists with the planning and curation of physical and digital library exhibitions for use internally or externally.

Administrative & Strategic Support

a) Collect and record payments for library services such as printing and overdue fines.
b) Perform cash submissions and ensure cash management procedures are followed in the absence of the Senior Library Assistant.
c) Compile statistical reports on library usage and services using LMS exports and data tools such as Excel.
d) Conduct data analytics to monitor usage trends and user behaviour, providing insights to guide library planning.
e) Collaborate with librarian to develop and update policies and procedures related to digital resource management and technology use.
f) Provide support to the Librarian and Senior Library Assistant in the overall management of the library.
g) Report malfunctioning furniture and equipment to the Senior Library Assistant.

Other duties

a) Provides administrative support the other departments as needed. This includes providing relief at the Reception Desk.
b) Performs other relevant duties that may be required to support the strategies of the Law School and Library.

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 references from three (3) referees should be emailed not later than **Sunday 16th November, 2025** 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.