



COUNCIL OF LEGAL EDUCATION
Eugene Dupuch Law School

JOB VACANCY

POST OF SENIOR LIBRARY ASSISTANT

Applications are invited from suitably qualified persons for the position of **Senior 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 (Caribbean).

The Senior Library Assistant's role is to ensure the effective delivery of library services by coordinating daily operations, providing legal research and reference support to library users while supervising Library Assistants.

MINIMUM EDUCATIONAL QUALIFICATIONS AND EXPERIENCE

1. First degree in Library Science or other relevant degree from a recognised tertiary institution;
2. At least five (5) years' experience working in a library, which should include supervisory responsibilities;
3. Advanced proficiency in Microsoft Office Suite.

Knowledge

1. Working knowledge of library systems, practices, and procedures including budgeting and financial reporting.
2. Working knowledge of modern office procedures and methods.
3. Good knowledge of acquisition techniques for collection building.
4. Good knowledge of legal publications.
5. Good knowledge of basic accounting principles and practices.

Skills

1. Very good supervisory management, administrative, and interpersonal skills.
2. Very good written and oral communication skills.
3. Very good customer service skills in order to anticipate the needs of others and handle requests proactively and effectively.
4. Very good indexing and cataloguing skills.
5. 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.
6. Strong planning and organisational skills in order to multi-task and manage priorities in a dynamic and fast-paced environment and meet deadlines.
7. Good content management and research skills.
8. Good budget preparation techniques.
9. Ability to analyse difficult situations and collaborate with others to find workable solutions.
10. Ability to work with and lead teams.

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. Is able to work under pressure while exercising patience and tolerance.
5. Pays keen attention to detail and accuracy in work.

THE POSITION

The duties and responsibilities of the post include:

1. Frontline Library Services & User Support

- a) Operates the Library Management System to process checkouts, returns, renewals, reservations and user account inquiries.
- b) Maintains records of overdue fees, lost books, and other fees owing.
- c) Verifies due dates of returning library material and collects overdue fines.
- d) Monitors and records student use of the library facilities.
- e) Photocopies, prints and binds documents for all clients.
- f) Issues and records the receipt of library correspondence.

2. Legal Research Support

- a) Answer legal research queries of varying complexity and where necessary either refers or delegates appropriately.
- b) Assists in the location of documents, publications and direct clients to standard references.
- c) Searches for listed authorities in law reports, periodical articles, electronic databases, websites, judgments and legislation for the preparation of cases and articles for tutor's files.
- d) Provides general reference services in all formats.

3. Cataloguing & Classification

- a) Conducts classification of new books, pamphlets, etc. acquired by the Library.
- b) Catalogues legal publications, article papers and other related library materials, in accordance with international standards and procedures, and ensuring the storage of knowledge in the appropriate database.

4. Collection Management & Resource Access

- a) Sorts and shelves print materials; and maintains books in their appropriate order.
- b) Advises the Librarian on the usage of materials to determine if subscriptions are needed.
- c) Receives, records, and processes new acquisitions for the Library.

5. Supervision

- a) Supervises the Library Assistants.
- b) Schedules staff for the Circulation Desk and oversees its proper operations such as recording of loans; filing of loan slips; calculating and collecting fines and membership fees, etc.
- c) Schedules, assigns, and prioritises workloads daily and ensures timely completion of work by subordinates.

6. Technology & Systems Support

- a) Creates, maintains and edits the user database in the Library Management System.

- b) Manages the Library's email account.

7. Instruction & Training

- a) Provides instruction on the use of the Online Public Access Catalogue (OPAC) and/or other library related software to users.
- b) Conducts orientation sessions for new and current students during the orientation week.
- c) Assists the Librarian with orientation and training of new staff members.
- d) Helps to provide and/or source training, coaching and professional development opportunities to ensure that Library Assistants can provide the requisite services effectively and efficiently.

8. Operational Management & Service Promotion

- a) Ensures that adequate supplies of stationery are in place at the Circulation Desk.
- b) Collects funds for payment of photocopying, printing, and library membership fees.
- c) Dispatches notices regarding overdue books and fines.
- d) Oversees the Library's physical equipment to ensure its efficient operation.
- e) Prepares the financial report for the Library and helps to monitor its revenue.
- f) Obtains figures and quotations for the Librarian's estimates of expenditures.
- g) Ensures proper execution of library promotions, public relations and displays.
- h) Performs other job-related duties that may be required to support the strategies of the department's Operational Plan.

9. Administrative & Strategic Support

- e) Assists the Librarian with the development of policies and procedures for the Library.
- f) Deputises for the Librarian when absent.
- g) Assists the Librarian in understanding any potential challenges that may affect the daily operations of the Library.
- h) Provides feedback to the Librarian on the performance of Library Assistants to help inform their performance appraisals.
- i) Provides the requisite information to assist the Librarian with the preparation of the annual Library Report for Council.
- j) Ensures that all services and recording of statistics are completed satisfactorily.
- k) Compiles and analyses technical and user service statistics as necessary or assigned.

10. Other duties

- a) Provides relief at the Reception Desk during specified periods.

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 may include weekends.
- Occasionally, may be required to work beyond normal working hours.

Reporting Relationships:

Reports directly to the Librarian.

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 July 12th July 2026** 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.