

Caribbean Nazarene College, Trinidad and Tobago

Position: Librarian

Job Summary

The Librarian is an experienced leader, with the proven ability to manage, develop, and forward the strategic vision of an academic research library, while successfully implementing operational details and managing staff.

Reporting relationship

The incumbent will report to the Dean of Academic Affairs

Some Key Duties:

1. Advance the research and teaching mission of the college by supporting the quest for new knowledge through the provision of scholarly material and current research data.
2. Foster a culture of service in support of the college students, faculty, staff, and the community.
3. Serve as an ambassador and advocate for the library by developing partnerships with other academic research libraries, and regional and national library associations.
4. Work closely with the college leadership and with deans and heads of department to prioritize and focus future library developments.
5. Develop, motivate, and evaluate a Library workforce in alignment with job expectations, professional roles, and the College mission.

Minimum Qualifications and Experience

MSc in Library Science

Extensive library management experience.

Experience with national accreditation requirements is an asset. (ACTT, CETA)

Any equivalent combination of qualifications and experience.

Knowledge, skills and abilities

Knowledge of key trends in Library Science and an ability to evaluate new technologies

Excellent communication skills

Strong interpersonal skills

Leadership skills

Strategic and creative vision

Business acumen

DF 07/11/16