



St. John's College VACANCIES



St. John's College, Belize City, invites applications from suitably qualified persons for the full-time positions of:

1) Librarian

Responsibilities

- Manage and develop the library programs
- Collection Development – acquire educational and recreations reading and reference books
- Maintain and updated relevant collection to satisfy the needs of the College Division Curricula
 - Collect, store, circulate and disseminate information
- Assist with professional and personal development needs of students, faculty, and staff
 - Provide Library training for all new students
 - Conduct training session on how to conduct a research and use the library
- Transition the library collection to an automated library management program
- Willing to pursue a Library Degree
- Any other duties assigned

Qualifications/Requirements

- Minimum of a Bachelor's Degree in any subject area from an accredited institution
- Interest in library work; experience working in a public library or school library would be an asset
- Familiar with and supportive of the mission of St. John's College
- Integral part of the learning services at St. John's College
- Excellent communication and interpersonal skills
- Basic computer skills including knowledge of Microsoft Word and Microsoft Excel
- Interacts effectively and positively with a large and diverse student body, faculty, and administrators
- Effective team player
- Bilingual (English and Spanish)

2) Operations Officer

Responsibilities

- Oversee the daily operations of the institution including the maintenance of physical facilities, campus access, and environmental upkeep
- Supervise the Maintenance Services, Custodial Services, and the Security Services in the proper execution of daily duties

- Liaise with the public and private entities such as Belize City Council, Waste Control, Traffic Department, and Insurance agencies
- Assure that all campus vehicles are properly certified and maintained for road use
- Handle the usage and issuance of keys for all buildings
- Communicate and coordinate directly with the Division Heads in the physical organization and set up for campus events
- Book appointment for facility and vehicle rentals
- Any other duties as directed by the President

Qualifications/Requirements

- Associate or Bachelor's Degree in related field
- Minimum of three years work related experience
- Knowledge of general electrical, plumbing, air-conditioning, masonry work, and mechanical systems would be an asset
- Familiar with and supportive of the mission of St. John's College
- Strong leadership qualities
- Able to improvise in planning and execution of tasks
- Promote strict standards as it pertains to professionalism and work ethics
- Good computer skills including knowledge of Microsoft Word and Microsoft Excel
- Good written and verbal communication skills

3) Computer Lab Technician (two)

Job Description: The computer lab technician would be responsible for installing, modifying, and maintaining the College's existing systems (software and website). The ideal technician would need to study the systems' technical capabilities and operations, handle timely task scheduling, file system adjustment, manage local and cloud storage, and liaise with other departments for updating requirements of the system.

Responsibilities

- Install, revise, enhance, and update the current customized College system software to optimize performance
- Research from the College personnel any technical problems in system management, programming, or operations and resolve issues timely
- Implement system backup procedures and participate in recovery operations in the event of system failure or data lost
- Test and review any updates or enhancements made to systems and ensure quality of service
- Plan, install, and implement equipment and interfaces necessary for maintenance, storage, and ensuring database security and integrity
- Review and document systems, access, upgrades, protection measures, failures, and corrective actions as directed
- Provide technical assistance to users and technical personnel as it relates to the College's systems
- Keep abreast of new developments and innovations in networking, hardware, and software
- Provide recommendations for continuous enhancements and implement proper user facilities and procedures for College's systems
- Any other duties assigned

Qualifications/Requirements

- Bachelor's Degree in Computer Science, Information Technology, or related field (preferred)
- Minimum of three years working experience
- Familiar with and supportive of the mission of St. John's College
- Knowledge in Windows Server, server virtualization, and intermediary devices configuration
- Strong hardware and software troubleshooting skills
- Familiarity of Wamp Server and batch scripting would be an asset
- Knowledge of code writing in Java, PHP, JavaScript, CSS and HTML

Remuneration: In accordance with Ministry of Education's Pay Scale

Application Deadline: Thursday, 7th April 2022

Application: Application form is available at the Office of the President or at www.sjc.edu.bz

Send or deliver completed application form along with cover letter, resume, official sealed transcript, copy of degree, two recent references, and copy of Social Security card to:

**Human Resources
St. John's College
P.O. Box 548
Belize City, Belize C.A.
Tel: 501-223-3732
E-mail: hr@sjc.edu.bz**