



REF# 67/7/13 III

## THE UNIVERSITY OF THE WEST INDIES

ST. AUGUSTINE, TRINIDAD AND TOBAGO, WEST INDIES

### CAMPUS LIBRARIAN

The University of the West Indies (UWI) is seeking to fill the position of Campus Librarian on its St. Augustine Campus, in Trinidad and Tobago. The Campus Librarian is the most senior Librarian on the Campus and this position carries overall responsibility for the administration and advancement of The University of the West Indies St. Augustine Campus Libraries in alignment with the strategic direction of the University.

The successful candidate for this position will be deeply knowledgeable about emerging library technologies and digital transformation and will use that understanding as a foundation for facilitating the continuing migration of the Libraries into a knowledge common that integrates diverse resources, seeks opportunities for innovation, engages with stakeholders, collaborates with University units, and sustains vibrant research and learning community.

#### Qualifications and Experience

A Master's degree in Library and Information Science or equivalent from an accredited institution is required. A PhD in Library Science or in any other related discipline will be an asset. The successful candidate will also possess:

- i. At least ten (10) years of professional library experience, with a minimum of five (5) years of senior managerial and administrative responsibility in an academic or research library
- ii. Direct experience with overseeing the innovative advancement of library technology and furthering the creative use of emerging technologies within the library environment
- iii. A record of research and publication in library and information science or other scholarly disciplines

Candidates with experience in directing the development of library user education programmes and tools to support the evolving curriculum and research ecosystem would have an advantage. Experience in strategic visioning and operational planning would be considered an asset.

The responsibilities of the position are satisfactorily performed when a policy/process/protocol framework for achieving the following standards have been developed and are sustained with monitoring and continuous improvement.

- **Institutional Effectiveness:** Campus Libraries define, develop, and measure outcomes that contribute to institutional effectiveness.
- **Professional Values:** Campus Libraries advance professional values of intellectual freedom, intellectual property rights, user privacy and confidentiality, collaboration, and user-centered service.
- **Educational Role:** Campus Libraries partner in the educational mission of the institution to develop and support information-literate learners who can discover, access, and use information effectively for academic success, research, and lifelong learning.

- **Discovery:** Campus Libraries enable users to discover information in all formats through effective use of technology and organization of knowledge.
- **Collections:** Campus Libraries provide access to collections sufficient in quality, depth, diversity, format, and currency to support the research and teaching missions of the institution.
- **Space:** Campus Libraries are the intellectual commons where users interact with ideas in both physical and virtual environments to expand learning, research, and foster scholarly communication to facilitate the creation of new knowledge.
- **Management/Administration/Leadership:** The Library's Senior Management Team engages in internal and campus decision-making to inform resource allocation to meet the library's mission effectively and efficiently.

#### **KNOWLEDGE, SKILLS and COMPETENCIES:**

- iv. Excellent communication, advocacy, and interpersonal skills.
- v. Demonstrated awareness of developments and trends in the field of Library and Information Science.
- vi. Deep understanding of the evolving roles of academic libraries in higher education.
- vii. Demonstrated ability in effective budget management.
- viii. Demonstrated ability to develop, lead, evaluate and supervise a dedicated library staff.
- ix. Willingness to embrace new technologies and innovative organizational practices.

The twin island republic state of Trinidad and Tobago offers tropical, welcoming Caribbean lifestyles as well as a melting pot of languages, religions, nationalities, and cultures. Diversity is primarily due to its geographical location at the crossroads of the Caribbean, South America, and Africa. Birthed is a nation whose history is characterized by migration and an unique cultural mix. Having such a diverse cultural environment enriches the experience and fosters an inclusive and tolerant atmosphere on campus. The St Augustine Campus, located 15 kilometres from Port-of-Spain, was established when the University College of the West Indies merged with the Imperial College for Tropical Agriculture. Campus grounds boast tropical trees, rare flowering plants and botanicals which not only contribute to the aesthetic beauty of the Campus but also hold immense cultural significance as a living representation of Trinidad and Tobago's rich biodiversity and environmental heritage.

A completed employment application form and an unabridged curriculum vitae should be sent to the directly to the **UNIVERSITY REGISTRAR, OFFICE OF ADMINISTRATION, THE VICE CHANCELLERY, THE UNIVERSITY OF THE WEST INDIES, THE UWI REGIONAL HEADQUARTERS, HERMITAGE ROAD, KINGSTON 7, JAMAICA, W.I., E-mail: [happlications@uwimona.edu.jm](mailto:happlications@uwimona.edu.jm)** under confidential cover before the deadline date. Three (3) referees (one of whom should be from your present organization) must be named. Application forms may be obtained at <https://uwi.edu/jobs/> on The UWI's website.

In order to expedite the appointment procedures, applicants are advised to ask their referees to send their **signed** letters of reference without waiting to be contacted by the University to the University Registrar under **CONFIDENTIAL** cover **DIRECTLY**. The closing date for receipt of applications is **July 14, 2025. Applications received after the deadline date will not be accepted.** Full details of the remuneration package may be obtained from the Office of Administration by contacting us at email: [happlications@uwimona.edu.jm](mailto:happlications@uwimona.edu.jm)).

*The University of the West Indies thanks all applicants, however, only shortlisted candidates will be contacted.*