



# THE UNIVERSITY OF THE WEST INDIES GLOBAL CAMPUS

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## ADVERTISEMENT

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### LIBRARIAN II/III GLOBAL CAMPUS LIBRARIES AND INFORMATION SERVICES

Applications are invited for the post of **Librarian II/III** at The UWI Global Campus. The Librarian II/III with primary responsibility for Library Systems at The University of the West Indies Global Campus will focus on the management, maintenance and optimization of library technologies and systems, for improved library services to users. The individual will be a member of The UWI Library Systems Team (ULST) who is mandated to review, guide, implement and manage The UWI Library Services Platform (LSP). The ULST is comprised of Librarians with similar responsibilities from The UWI Campus Libraries who have knowledge and experience in library functionalities, operations and library technologies.

### QUALIFICATIONS/REQUIREMENTS

- A Master's degree in Library and Information Studies or Computer Science.
- At least three (3) years' experience working with an ILS/LSP and related search and discovery products (such as Ex Libris, Aleph, Primo).
- Familiar with library management software (e.g. Primo, Aleph, SFX, MetaLib, Alma), UNIX, web development, SQL, Oracle, relational databases, data management and system integration techniques.

### KEY COMPETENCIES/SKILLS/ATTRIBUTES

- Excellent leadership, interpersonal, oral and written communication skills.
- Ability to work independently and collaborate in a team environment.
- Ability to plan, coordinate and implement projects in a technology-rich environment.
- Ability to learn new technologies and adapt to change.
- Strong organizational, analytic, abstraction and troubleshooting skills to identify and resolve technical issues efficiently.

- Experience in technical analysis, enterprise systems deployment, complex system configuration and/or technical capabilities in the implementation of an LSP or related system.
- Experience with library automation and metadata standards (e.g. MARC).
- Experience with EZproxy or other authentication systems and protocols.
- Experience with user-centred design principles to improve the library experience for patrons.
- Experience with vendor communication and project management.
- Knowledge of programming languages (e.g. JavaScript).
- Familiar with cloud-based and client-server library solutions.
- Familiar with technology-based academic learning systems such as Moodle.
- Familiar with digital repositories, such as, DSpace and Alma Digital.
- Commitment to and support for an inclusive library environment, staff and users.

## **MAJOR RESPONSIBILITIES**

### **➤ Duty: Management of Library Systems**

- Implement and manage the library services platform (LSP) and all its component applications including but not limited to discovery, integrated library system (ILS), link resolver and federated search engine solutions.
- Ensure that these systems function optimally and support the library's goals.

### **➤ Duty: Library Systems Liaison**

- Serve as the first point of contact for issues related to the implementation and operation of the LSP.
- Liaise with The UWI's LSP vendor.

### **➤ Duty: System Integration**

- Integrate various library services and resources, including (but not limited to) databases, digital collections and electronic resources into existing LSP systems and infrastructure.

### **➤ Duty: System Configuration and Customization**

- Customize the LSP to meet the specific needs of the institution, including developing reports, configuring workflows and ensuring the systems are user-friendly. This includes the implementation of upgrades and fixes to ensure optimal functioning of the LSP.

➤ **Duty: Usability Testing**

- Maintain usability testing such as qualitative and remote with internal and external library stakeholders and users, for optimal library search experiences and quality assurance.

➤ **Duty: Troubleshooting and Support**

- Provide technical support for library staff and patrons, troubleshoot issues with systems and digital resources and escalate issues to appropriate vendors, if needed.

➤ **Duty: Training**

- Train library staff on the use of the LSP and its component applications, including new features and best practices, policies and procedures.

➤ **Duty: Documentation, Analytics and Statistics**

- Develop and maintain documentation and user guides for staff and users.
- Analyse, compile and distribute analytics and statistical reports from all components of the LSP (discovery, ILS, link resolver and federated search engine), to support collection, construction and development and the quality of the digital and electronic resources for The UWI's learning and research community.

➤ **Duty: Content Management**

- Collaborate with Digital and Electronic Resources personnel to continually maintain the currency and accuracy of digital/electronic content, which is provided through the LSP component solutions.
- Act as webmaster for the department's webpage responsible for the overall management and maintenance of the website, ensuring it functions smoothly, is secure and provides a good user experience. This includes but is not limited to, website development, content management, Search Engine Optimization (SEO), performance monitoring and analysis, troubleshooting and problem solving and security management.

➤ **Duty: Collaboration**

- Participate in The UWI Library Systems Team (ULST). Collaborate with other entities internally and/or externally, such as, campus departments and/or The UWI (Campus/UWI ICT, UWISpace, UWIScholar, digital libraries, cataloguing, acquisitions, circulation) and vendors/publishers to improve system functionality and meet institutional needs.
- Collaborate with The UWI Electronic Resources Team (ULET) to manage access of the eResources content that drives the discovery, link resolver and federated search engine components of The UWI's LSP.
- Liaise with internal departments such as CATS and Public Relations.

➤ **Duty: Innovation and Strategic Development**

- Monitor emerging trends and best practices in library technologies.
- Recommend and implement tools that support innovation in research, scholarship and digital pedagogy.

➤ **Duty: Research, Publication and Professional Development**

- Participate in relevant, professional development opportunities, such as conferences and webinars, as well as in scholarly research and publication to add to the regional/global knowledge base in the field of Library and Information Science.
- Undertake any other job-related duties assigned by the Campus Librarian or designated person.

**TENURE**

- Appointment will be for three (3) years in the first instance.

**Applications should be made via  
The UWI Global Campus Online Application Form:**  
<https://www.open.uwi.edu/hrd/forms-documents>

**CLOSING DATE FOR RECEIPT OF APPLICATIONS – July 29, 2025**

**We thank all interested applicants; however, only shortlisted candidates will be contacted.**

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## PARTICULARS

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### LIBRARIAN II/III GLOBAL CAMPUS LIBRARIES AND INFORMATION SERVICES

#### GENERAL

1. The University of the West Indies, Global Campus serves the following English-speaking Caribbean countries:

Anguilla	Grenada
Antigua & Barbuda	Jamaica
Bahamas, The Commonwealth of	Montserrat
Barbados	St. Kitts & Nevis
Belize	St. Lucia
Bermuda (virtual only)	St. Vincent & The Grenadines
British Virgin Islands	The Republic of Trinidad &
The Cayman Islands	Tobago
The Commonwealth of Dominica	Turks & Caicos Islands

2. The University began teaching in 1948 at Mona in Jamaica as a University College affiliated with the University of London, and became independent in 1962. The University is now a dual mode institution, offering teaching by distance education as well as face-to-face. The University has five campuses; Mona in Jamaica, St Augustine in Trinidad and Tobago, Cave Hill in Barbados, Five Islands in Antigua and Global Campus, which has 40 education centres in 16 English-speaking countries.
3. The UWI on-campus student population is currently over 50,000 full-time equivalent students. The current Global Campus student population is over 20,000 and the Global Campus is aggressively developing new programmes to increase student enrollment.

#### UWI GLOBAL CAMPUS

4. The UWI Global Campus works with faculty on the four brick and mortar campuses, as well as with other tertiary institutions and development agencies throughout the Caribbean, to design, develop and deliver quality programmes by distance, blended and face-to-face, to meet the academic and professional development needs of the people of the Caribbean.

#### CATEGORY

5. This position is in the Professional Category.

6. The initial appointment would be at the Lecturer Level or above, depending on experience and qualifications.

## **WORK LOCATION**

7. This position may be located in any country in which the Global Campus has an office.

## **WORK ENVIRONMENT**

8. The Librarian II/III would provide support to other areas of library operations when required.
9. The job incumbent must be able to work in a virtual team environment and roster evening work to support virtual reference service.
10. The job incumbent will work occasionally on evenings or weekends, depending on system maintenance schedules or special project.
11. The incumbent must be able to engage others in team meetings, developing ideas and supervise the work of others using a variety of ICT and collaborative web tools.

## **REPORTING**

12. The Librarian II/III reports to the Campus Librarian.

## **TENURE**

13. Appointment will be for three (3) years in the first instance.