



THE UNIVERSITY OF THE WEST INDIES

DEPUTY CAMPUS LIBRARIAN (MONA)

PUBLIC SERVICES, OUTREACH AND SPECIAL PROJECTS

The University of the West Indies (Mona), Library is seeking an innovative, energetic and dynamic Deputy Campus Librarian who works closely with the Campus Librarian and Library staff to achieve transformational change and to foster a culture of collaboration and communication.

Duties and Responsibilities:

This role provides strategic and operational leadership in the development, management and delivery of excellent and sustainable services to support the teaching, learning and research of the University community, as well as leadership in the creation and execution of special projects and initiatives. The successful applicant will work with the Librarians-in-Charge of Branches, the Librarian-in-Charge of Public Services, and the Coordinator of the Mona Information Literacy Unit (MILU), to provide leadership in areas of public services, teaching/learning and outreach, assessment, special projects, and user experience.

The successful candidate will be expected to:

- Provide leadership for all Public Service and Outreach activities of the Mona Library and foster a culture of collaboration and excellence in service;
- Provide vision and leadership for various outreach activities and coordinate the development of a comprehensive marketing and advocacy programme;
- Create and lead in the execution of Library policies and procedures based upon current and emerging trends in academic library operations;
- Work with the Librarians-in-Charge of Branches and the Librarian-in-Charge of Public Services to create and support the execution of traditional and cutting-edge services designed to meet the current and future needs of patrons and advance the strategic objectives of the Library;
- Lead on grant-writing, development of projects and new initiatives;
- Lead in the development of collaborative Campus partnerships with units, e.g. the Department of Library and Information Studies (DLIS), and Mona Office of Research and Innovation (MORI);
- Advise and assist the Campus Librarian on the formulation of strategic direction in relation to facilities and space management;
- Assist the Campus Librarian in managing, directing and monitoring the activities of standing and ad hoc committees, teams, etc.
- Interact with internal and external stakeholders on special projects;
- Demonstrate a commitment to research and scholarship along with an understanding of the evolving roles of academic libraries in higher education.
- Assist with the supervision of professional staff with respect to: hiring, deployment, preparation of job descriptions, the conduct of appraisal, and career development.

Qualifications and Experience:

- Master's degree in Library and Information Studies (MLIS)
- A PhD degree in a relevant field of study, in addition to the MLIS, would be an advantage.
- Minimum of 5 years' experience in a management position, preferably in an academic library.

Competencies:

• Analytical Thinking	• Decision Making
• Client Focus	• Financial Management
• Interactive Communication	• Relationship Building
• Work Ethics and Values	• Project Management
• Strategic Thinking	• Team Leadership
• Using Information Technology	• Continuous Learning

Application forms may be obtained at <https://uwi.edu/jobs/> on The UWI’s website. Full details of the remuneration package including Further Particulars may be obtained from the Office of Administration by contacting us at **email:** hrapplications@uwi.edu. Applicants are required to submit detailed applications giving **i)** full particulars of qualifications and experience, biodata; and **ii)** the names, titles, mailing and e-mail addresses and telephone numbers of three (3) referees should be sent as soon as possible to the: **UNIVERSITY REGISTRAR, OFFICE OF ADMINISTRATION, THE VICE CHANCELLERY, UNIVERSITY OF THE WEST INDIES, MONA, KINGSTON 7, JAMAICA, W.I., E-mail:** hrapplications@uwi.edu.

The closing date for receipt of applications is April 09, 2026. The University of the West Indies thanks all applicants, however, only shortlisted candidates will be contacted.

Kingston Jamaica: A vibrant city for living and working, Kingston, Jamaica is the perfect place to experience an authentic Caribbean lifestyle thanks to its vibrant culture, beautiful beaches, and diverse cuisine. Since its founding 77 years ago, The UWI has focused on creating an excellent and ethical University, offering an unrivalled range of academic programmes, producing research of global significance, and developing strong leadership skills across all of its campuses. The Regional Headquarters has a picturesque view of the blue mountain, located at Mona, the oldest campus of the University, which encompasses 653 acres of land nestled in a lush valley that was once home to two large sugar estates. Several statues and murals depict its vibrant artistic community and the University's landscape is dotted with historical ruins such as the aqueduct and water wheel, reflecting its plantation origins.