



THE UNIVERSITY OF THE WEST INDIES GLOBAL CAMPUS

ADVERTISEMENT

JUNIOR RECORDS ANALYST (TEMPORARY) RECORDS & INFORMATION MANAGEMENT (RIM) UNIT REGISTRY

Applications are invited for the post of **Junior Records Analyst**, Records & Information Management (RIM) Unit, Registry at The UWI Global Campus. The Junior Records Analyst will work as part of the team in Records & Information Management Unit to assist in implementing a programme of records management for the Campus.

The Junior Records Analyst will be responsible for conducting records inventories, undertaking research to support records retention policies, and assisting in the development and implementation of classification schemes. In addition, the Junior Records Analyst will implement, evaluate and support other active and inactive records and information management (RIM) related procedures and practices.

QUALIFICATIONS/REQUIREMENTS

- A Bachelor's Degree preferably with specialized courses in records and information management, information governance, or computer technology.
- At least three (3) years' experience developing and implementing records and information management programmes for records on all media, with an emphasis on electronic records.
- At least three (3) years' experience working within a University setting.
- Practical experience in implementing EDRMS applications.
- Professional development and or certification through ARMA International or the Association for Information and Image Management (AIIM) will be an asset.

KEY COMPETENCIES/SKILLS

- Excellent verbal and written communication skills.
- Strong customer service and interpersonal skills.

- Knowledge of industry standards, legislation, and regulations pertaining to the management of records throughout their lifecycle.
- Knowledge of electronic records management programme and EDRMS implementation.
- Knowledge of and experience in developing and implementing records and information management policies, procedures, classification schemes and retention schedules and related programmes such as vital records and archival support.
- Knowledge of MS Office applications.
- Ability to negotiate.
- Ability to develop, coordinate and provide records and information management training programmes for staff at all levels.
- Ability to work in a collaborative team environment and complete work assignments in a timely manner.
- Ability to interact professionally with all levels to support the development and implementation of the RIM programme.

MAJOR RESPONSIBILITIES

- Conduct research into the operational and regulatory requirements for records retention, under the direction of the Campus Records Manager.
- Conduct inventories of both electronic and paper records.
- Assist in the development, implementation and use of classification schemes and departmental file plans and assist in the development and application of the retention schedules in both physical and electronic format.
- Assist with the development and dissemination of records and information management procedures and guidelines.
- Assist with the capture of records to the EDRM system including verification and indexing.
- Work with users to identify vital records and recommend appropriate capture and storage methods.
- Work with the Campus Records Manager to develop and provide end-user training on records management processes and procedures, operation of the records and information management programme and the use of the EDRMS.
- Provide administrative support to the Unit including compiling of statistics and reports and preparation of minutes of meetings.

Undertake any other related duties that may be assigned by the Campus Records Manager or designated person.

SALARY RANGE

- TTD \$10,761.00 – TTD \$15,273.00 per month.
- Placement will depend on qualifications and experience.

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

CLOSING DATE FOR RECEIPT OF APPLICATIONS – July 17, 2026

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