



REF# 67/7/33 II R₃

THE UNIVERSITY OF THE WEST INDIES
ST. AUGUSTINE, REPUBLIC OF TRINIDAD AND TOBAGO, WEST INDIES

FACULTY OF HUMANITIES AND EDUCATION
SCHOOL OF EDUCATION

LIBRARIAN II

Qualifications and Experience

The successful candidate must possess at minimum, a Master's degree from a recognised university which should be in Library and Information Science or a closely related field.

Candidates should also possess:

- Significant experience in the provision of teaching, learning and research support services to students and members of faculty
- Experience in conducting outreach and information literacy training
- Experience managing library support staff in a similar environment
- Experience in online teaching methods
- Competency in the development of policies and procedures to ensure quality service
- Familiarity with the use of Information Technology and social networking tools
- Competency in training library clients in the use of new technology

Candidates with the following would have an advantage:

- At least three (3) years' experience in a supervisory role in Library/Information services, with working experience in an academic library
- Knowledge and competency in the management and acquisitions of library collections (such as books, journals and/or electronic resources)
- Competency in development and implementation of subject-based instructional programmes
- Evidence of participation in continuing professional development activities
- Familiarity with citations management styles and software

The following would be considered assets:

- A PhD in Library and Information Science or a closely related field
- A good record of scholarly activity and/or publications in reputable peer reviewed journals

Key Responsibilities

- Planning, guiding and supervising the work of team members of staff
- Developing and managing the Library's budget
- Selecting and acquiring relevant materials in support of the teaching, learning and research needs of the School
- Collaborating with relevant staff of the Alma Jordan Library to ensure the maintenance of standards and policies in the delivery of services
- Providing prompt and efficient reference services to all users
- Creating relevant learning and discovery tools
- Advising graduate students on bibliographic requirements for thesis preparation
- Preparing original cataloguing records as necessary
- Providing regular reports to the Director, School of Education and Campus Librarian on the activities of the Library
- Participating in departmental meetings
- Managing internal funding/nomination programmes in a consistent and transparent manner
- Coordinating review panels, as well as participating in and documenting panel decisions

- Serving on committees at the Department
- Providing assistance with teaching of the Postgraduate Information Literacy course
- Committing to the vision, mission and values of the School of Education
- Participating in professional staff meetings, training sessions and related activities at the Alma Jordan Library
- Performing any other duties as may be assigned by the Director, School of Education or designate

Personal Attributes

The Campus places high priority on individuals of integrity who can work well in a team and student friendly environment. Candidates should also possess good communication and interpersonal skills. A good command of both oral and written English is essential.

Candidates should also:

- Be able to market and promote library resources and services
- Be highly professional
- Be committed to service excellence and improving the user experience
- Be able to multitask effectively
- Be able to conduct outreach, build relationships, and network locally, regionally and internationally using new and traditional communication channels
- Display strong customer service orientation
- Possess strong organisational and project management skills
- Be willing to pursue professional development and professional activities in keeping with the University's career path criteria for contract renewal, tenure and promotion for Librarians

Detailed application and full curriculum vitae should be sent to the Campus Registrar, c/o HR Division (Appointments Section), Main Administration Building, The University of the West Indies, St. Augustine, Trinidad and Tobago, W.I. via e-mail: STA-HRApplications@uwi.edu. Two (2) referees must be indicated. Application forms may be obtained at <https://sta.uwi.edu/jobs/> in the Faculty & Staff, Staff Vacancies section. Further particulars including remuneration package may also be obtained at the above address. In order to expedite the appointment procedures, applicants are advised to ask their referees to send their **signed** references under **CONFIDENTIAL** cover **DIRECTLY** to the Campus Registrar at the above address without waiting to be contacted by the University. **Applications received after the deadline date will not be considered.**

The University would like to thank all applicants for their interest. Please note, however, that only shortlisted candidates will be acknowledged or contacted.

Deadline for receipt of applications: 2026 October 04