PROJECT: Improving National Biodiversity Data Accessibility in Trinidad and Tobago  
Department Life Sciences, Faculty of Science and Technology, The University of the West Indies, St Augustine Campus.

JOB TITLE: Database Assistant  
2 full time positions, starting September 2021

PROJECT SUMMARY:  
Well-functioning natural history collections are key in documenting, monitoring, and managing Trinidad and Tobago’s rich biodiversity. This Biodiversity for Information Development (BID) project will allow The University of the West Indies to digitize and publish nationally important biodiversity collections to open access databases so that they are available to all.

These collections comprise over 100,000 records and include the UWI Zoology Museum Land Arthropod Collection, the Natural History Collection of the National Museum and Art Gallery of Trinidad and Tobago, and the complete records of the National Herbarium of Trinidad and Tobago.

As well as publishing these datasets onto the Global Biodiversity Information Facility (GBIF) database we will also integrate them with the Trinidad and Tobago Biodiversity Information System (TTBIS), a newly established geo-referenced archive of biodiversity data focused on protected areas. Training workshops will be designed to build capacity in the use of GBIF & TTBIS to maximize data accessibility at a national level. Ultimately, our aim is to increase awareness and use of biodiversity data & vastly expand Trinidad and Tobago’s presence on GBIF by training stakeholders on how to prepare & publish their datasets.

We are looking to hire two database assistants to play key roles in this project. We anticipate that one candidate will focus on the Herbarium collection, and the other on the zoological specimens. Both will contribute to other aspects of the project as detailed below and both will be based at The University of the West Indies, St Augustine campus.

DUTIES OF THE DATABASE ASSISTANTS WILL INCLUDE:
- Documenting specimen information using collection management software
- Researching and verifying data to ensure integrity and consistency of information in the collection database
- Digitizing images to be included in the database
- Formatting data for uploading to relevant biodiversity databases
- Uploading and publishing data on relevant biodiversity databases
- Helping to organise, prepare and conduct training workshops
- Communicating with National partner organisations
- Communicating outputs of the project to the wider public, including via social media
- Performing any other related duties assigned by the project leader

MINIMUM QUALIFICATIONS:
B.Sc. in Biology or equivalent qualifications from a recognized institution.

Required competencies/attributes:
- Proficient use of Microsoft Word, Powerpoint, Excel
- Knowledge of taxonomy and nomenclature (botany and/or zoology)
- Good verbal and written communication skills
- Ability to work independently and display initiative
- Proficient use of email in a professional context

Experience in using databases, cataloguing or digitizing records and/or organizing events would be an advantage.

Start date: September 2021
Salary: $7400 per month.
Contract duration: 18 months.

APPLICATION INSTRUCTIONS:
Interested candidates should submit an application including:
- an up-to-date CV
- a cover letter (max 2 pages) highlighting relevant skills and experience, and why you believe you are well-suited to this position.
- the names, titles, email addresses and phone numbers of two referees

These documents should be sent by email to amy.deacon@sta.uwi.edu by Friday 13th August 2021. Please include “Database Assistant Application” as the subject on the email.