



**UWI**  
ST. AUGUSTINE  
CAMPUS

# Campus Librarian

**FURTHER PARTICULARS**

# Be part of a Great West Indian Tradition

The University of the West Indies (UWI) is a well-established independent university that serves 17 countries of the Commonwealth Caribbean: Anguilla, Antigua & Barbuda, The Bahamas, Barbados, Belize, Bermuda, The British Virgin Islands, The Cayman Islands, Dominica, Grenada, Jamaica, Montserrat, St. Kitts & Nevis, St. Lucia, St. Vincent & the Grenadines, Trinidad & Tobago, and the Turks & Caicos Islands. [Read more ...](#)

## Ranked Among the Best

### Only Caribbean University Ranked Among BEST IN THE WORLD



An innovative, internationally competitive, contemporary university deeply rooted in the Caribbean, The UWI is an international university, in every respect, with links extending beyond the region to well over 100 universities worldwide.

The Times Higher Education rankings in 2018 and 2019, placed The UWI as the number 1 ranked university in the Caribbean out of over 200 registered institutions across the region; and among the top 3% of some 2,000 registered universities in the wider Latin America and the Caribbean. In 2020 The UWI was ranked among the THE's top 100 "Golden Age" universities established between 1945 and 1967. [Read more ...](#)

## About UWI

The first of UWI's five campuses began in 1948 at Mona, Jamaica, as a College of the University of London. The St. Augustine Campus in Trinidad & Tobago was added in 1961 and UWI achieved full university status in 1962. St. Augustine was followed by campuses at Cave Hill, Barbados (1963), the Open Campus (2008), and the Five Islands Campus in Antigua & Barbuda (2019). [Read more ...](#)

## Our 8 Faculties

Teaching at the St. Augustine Campus takes place within eight faculties - Engineering, Food & Agriculture, Humanities & Education, Law, Medical Sciences, Science & Technology, Social Sciences, and Sport. Each Faculty offers a wide range of undergraduate and postgraduate programmes. [Find out more ...](#)

## Get to Know Us

Visit <https://www.uwi.edu/> to find out more about The UWI. For more on the St. Augustine Campus, visit <https://sta.uwi.edu/>. Read the latest Campus news in our monthly publication, *UWI Today* and follow us on social media [Facebook](#), [Twitter](#), [Instagram](#), [YouTube](#), [LinkedIn](#).

# About the St Augustine Campus Libraries

The UWI St. Augustine Campus Libraries are the repository and gateway for information in support of the teaching, learning and research needs of the University community and Caribbean society. The Campus Libraries aim to develop an information literate community through the establishment and continuous improvement of an innovative information environment, the provision of excellent service and the continued development of our human resources.

There is currently an integrated network of 5 libraries at St Augustine: The Alma Jordan Library, The Medical Sciences Library, The Norman Girvan Library at The Institute of International Relations Library, The School of Education Library and The Republic Bank Library at the Arthur Lok Jack Graduate School of Business. These libraries serve specific Departments and Faculties, but their resources can be used by all members of staff and students of the University. Items in the collections of these five libraries can be found in a single Online Public Access Catalogue (OPAC). This OPAC has been integrated into the established Single Virtual Library Space (UWILinC), which provides a single point of discovery and access to the print and digital information resources of all four campuses of the University. UWISpace, our institutional repository, is managed by The Alma Jordan Library and serves as a digital archiving facility for the research output of the University.

A sixth library to be operationalised as part of the UWI St. Augustine Campus Library network in 2024 is the Eric Williams Memorial Library which is located in Port of Spain. This research library and museum will become the new home of the Eric Williams Memorial Collection which is presently housed and managed in The Alma Jordan Library on the main St. Augustine Campus.

Other affiliated libraries include: The Seismic Research Centre Library, The Patience-Theunissen Memorial Library at the Regional Seminary of St. John Vianney and the Uganda Martyrs, the Hugh Wooding Law School Library and the Open Campus Library.

## *The Alma Jordan Library*

The Alma Jordan Library, (previously known as the Main Library), which officially opened at its present location in January 1970, covers a total area of 9,000 square metres. It is organised into four subject divisions: Engineering, Food and Agriculture/Science and Technology, Humanities, and Social Sciences.

Other divisions that provide information services to the UWI community of students, faculty and staff, as well as to external researchers include the Circulation and Access Services Division, and the West Indiana & Special Collections Division. The latter is a repository of international significance for research on West Indian-related topics. Among its holdings are some 150 special collections of unique West Indian materials. These include the Derek Walcott, C.L.R. James and Eric Williams Memorial Collections, which have all been named to the UNESCO Memory of the World International Register.

The Alma Jordan Library has a wide collection of electronic resources including 252 databases, with access to 106,160 electronic journal titles, and 66,498 electronic books. In addition, it has holdings of over 437,513 monographs, which increase by approximately 1000 titles annually. These holdings also include a serials collection of 57,386 bound volumes and 295 print journal titles. The Library also has 4157 audio-visual items, 1,446 cartographic items, 6,011 photographs, 4,206 multimedia and 22,784 microfilms.

## Campus Librarian

The University of the West Indies (UWI) is seeking to fill the position of Campus Librarian on its St. Augustine Campus, in Trinidad and Tobago. The Campus Librarian is the most senior librarian on the Campus and this position carries overall responsibility for the administration and advancement of The University of the West Indies St. Augustine Campus Libraries in alignment with the strategic direction of the University.

The successful candidate for this position will be deeply knowledgeable about emerging library technologies and digital transformation and will use that understanding as a foundation for facilitating the continuing migration of the Libraries into a knowledge commons that integrates diverse resources, seeks opportunities for innovation, engages with stakeholders, collaborates with University units, and sustains a vibrant research and learning community.

### *Qualifications and Experience*

A Master's degree in Library and Information Science or equivalent from an accredited institution is required. A PhD in Library Science or in any other related discipline will be an asset. The successful candidate will also possess:

- i. At least ten (10) years of professional library experience, with a minimum of five (5) years of senior managerial and administrative responsibility in an academic or research library
- ii. Direct experience with overseeing the innovative advancement of library technology and furthering the creative use of emerging technologies within the library environment

- iii. A record of research and publication in library and information science or other scholarly disciplines

Candidates with experience in directing the development of library user education programmes and tools to support the evolving curriculum and research ecosystem would have an advantage.

Experience in strategic visioning and operational planning would be considered an asset.

### *Special Responsibilities*

- I. Developing a vision and strategic plan to position the Campus Libraries for excellence and success
- II. Serving as a Member of the UWI St. Augustine Campus Executive Management Team (CEMT)
- III. Developing a Libraries operational plan which incorporates goals and objectives that work towards the strategic direction of the University
- IV. Establishing a process of ongoing review, assessment and improvement of library programmes, resources and services to ensure that they are fit for purpose, will evolve along with user needs and expectations, and contribute to the mission and reflect the priorities of The University of the West Indies
- V. Directing the development of library user education programmes and tools to support the evolving curriculum and research of the Faculties and academic departments
- VI. Creating an environment that fosters the Libraries' engagement with and support of the University's research and scholarly communication agenda using innovative and traditional methods of information and data organization
- VII. Collaborating with the Deans and Directors of the University's academic and student support services to leverage strengths and expand opportunities to address stakeholders needs
- VIII. Leading library committees, groups, and task forces and participates in campus-wide committees and leadership groups
- IX. Developing an effective and collaborative leadership team within the library
- X. Managing recruitment, hiring, orientation, supervision, training, and evaluation of professional and support staff of the Campus Libraries and working with the St. Augustine Campus Human Resources Department in strategic workforce and succession planning
- XI. Overseeing the innovative advancement of library technology and furthering the creative use of emerging technologies within the Campus Libraries environment
- XII. Overseeing budget and operations to ensure the quality and integrity of all processes, and the effective maintenance of building and plant

### *Performance Standards*

The responsibilities of the position are satisfactorily performed when a policy/process/protocol framework for achieving the following standards has been developed and is sustained with monitoring and continuous improvement.

- **Institutional Effectiveness:** Campus Libraries define, develop, and measure

outcomes that contribute to institutional effectiveness.

- **Professional Values:** Campus Libraries advance professional values of intellectual freedom, intellectual property rights, user privacy and confidentiality, collaboration, and user-centered service.
- **Educational Role:** Campus Libraries partner in the educational mission of the institution to develop and support information-literate learners who can discover, access, and use information effectively for academic success, research, and lifelong learning.
- **Discovery:** Campus Libraries enable users to discover information in all formats through effective use of technology and organization of knowledge.
- **Collections:** Campus Libraries provide access to collections sufficient in quality, depth, diversity, format, and currency to support the research and teaching missions of the institution.
- **Space:** Campus Libraries are the intellectual commons where users interact with ideas in both physical and virtual environments to expand learning, research, and foster scholarly communication to facilitate the creation of new knowledge.
- **Management/Administration/Leadership:** The Library's Senior Management Team engages in internal and campus decision-making to inform resource allocation to meet the library's mission effectively and efficiently.

### *Knowledge, Skills and Competencies*

- I. Excellent communication, advocacy, and interpersonal skills.
- II. Demonstrated awareness of developments and trends in the field of Library and Information Science.
- III. Deep understanding of the evolving roles of academic libraries in higher education.
- IV. Demonstrated ability in effective budget management.
- V. Demonstrated ability to develop, lead, evaluate and supervise a dedicated library staff.
- VI. Willingness to embrace new technologies and innovative organizational practices.

### *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:

- Possess good managerial skills
- Be confident in liaising with a range of staff at all levels within an organization
- Possess problem-solving and analytical skills
- Possess project management and organizational skills
- Be willing to embrace new technologies and innovative organizational practices
- Display strong customer service orientation
- Have well-developed reasoning power and judgment
- Be competent at presenting
- Possess negotiation and interviewing skills
- Possess good time management skills
- Be proficient in Microsoft 365 applications

### *Tenure of Appointment*

Appointment as Campus Librarian will normally be for five (5) years in the first instance, with eligibility for consideration for renewal.

Appointment to this post is subject to the [Charter of the University and to its Statutes, Ordinances, Rules and Regulations](#), including Statute 36 – Retirement of Members of Staff.

Further details may be obtained from the Campus Registrar,  
The University of the West Indies, St. Augustine, Republic of Trinidad and Tobago.

## Remuneration Package

### *Annual Salary Range:*

Please contact  
[happlications@uwimona.edu.jm](mailto:happlications@uwimona.edu.jm)

### *Benefits:*

- Special allowance of 6% of basic salary;
- Transportation Allowance of TT\$3,250.00 per month;
- Unfurnished accommodation at 10% or furnished at 12½% of basic salary, or housing allowance of 20% of basic salary to staff making own housing arrangements;
- UWI contribution of equivalent of 10% of basic salary to Superannuation Scheme;
- Annual Study and Travel Grant (available after first year of service) -TT\$24,548.00 per annum;
- Institutional Visit Allowance (available after first year of service) – TT\$7,200.00 per annum;
- Book Grant – TT\$6,000.00 per annum;
- Contributory Health Insurance – 50%;
- Group Life Insurance Scheme

*The Registry  
St. Augustine  
File # 67/7/13 III  
2024 March  
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