



UWI
ST. AUGUSTINE
CAMPUS

Librarian II, The Alma Jordan Library

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 Campus Libraries (<https://libraries.sta.uwi.edu/>) of 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 is integrated into the recently established Single Virtual Library Space (UWILinC), which provides a single point of access to the print and digital information resources of all four campuses of the University. UWISpace, our institutional repository, serves as a digital archiving facility for the research output of the University.

Other 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.

Other affiliated libraries are: The Seismic Research Centre, The Patience-Theunissen Memorial Library at the Regional Seminary of St. John Vianney and the Uganda Martyrs Theological Institute at Mt St Benedict, and The UWI-ROYTEC Allan McKenzie 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 public include the Circulation and Access Services, and the West Indiana & Special Collections Division. The latter is a repository of international significance for research on West Indian-related topics, serving students, faculty and staff of the University of the West Indies as well as other local and foreign researchers. Among its holdings are some 132 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 252 258 databases, with access to 106,160 104,337 electronic journal titles, and 66,498 68,158

electronic books. In addition, it has holdings of over 437,513 439,388 monographs, which increase by approximately 1000 400 titles annually. These holdings also include a serials collection of 57,386 57,582 bound volumes and 295 295 print journal titles. The Library also has 4157 4164 audio-visual items, 1,446 1147 cartographic items, 6,011 6011 photographs, 4,206 4206 multimedia and 22,784 22,784 microfilms.

Tenure of Appointment

Appointment as Librarian II will normally be for three (3) years in the first instance, with eligibility for consideration for renewal.

Subsequent to the first appointment, a member of staff who has served in an equivalent position in this or some other University for a period of six (6) years will be eligible for consideration for indefinite tenure.

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.

Librarian II

Qualifications and Experience

The successful candidate must possess a Master's degree in Library and Information Science.

Candidates should also possess:

- Significant experience in providing teaching, learning and research support services to students and members of faculty
- Experience in managing teams and working cross functionally
- Experience conducting outreach and liaison services
- Capacity to contribute to the development of library services through the harnessing of appropriate technologies and communication channels
- Facility in the review, evaluation, selection, and deselection of print/electronic library resources for purchase in accordance with academic and institutional goals
- Competence in the development policies and procedures to ensure quality service

Candidates with the following would have an advantage:

- Evidence of participation in continuing professional development activities
- Experience with integrated library management systems
- Knowledge of cataloguing standards and metadata schema such as MARC, RDA, and Dublin Core, etc
- Familiarity with citation management styles and software

The following would be considered assets:

- Minimum of three (3) years' experience working in an academic library
- Conducts research and contributes to the published literature in the field of Library and Information Science

Special Responsibilities

- Effectively creates and enhances descriptive metadata in digital repositories and platforms, applying appropriate schema based on standards, and benchmarks for best practices.
- Prepares project plans and leads, coordinates or participates in projects relating to collection development and acquisition and collection management and access, including preservation and digitisation activities.
- Identifies opportunities for library service quality improvement and develops efficient and effective workflows and procedures.
- Provides advice, training and guidance to less experienced staff to enable them to undertake their duties effectively.
- Works collaboratively with University and Campus Libraries' Teams on initiatives designed to support the teaching and research mission of the University.
- Maintains current awareness of developments and trends in the field of Library and Information Science and/or archives management.
- Engages in research, publication and scholarly communication activities as expected of an academic librarian employed with The University of the West Indies

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 must also:

- Possess a high level of professionalism
- 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 organizational and project management skills
- Possess a willingness to pursue professional development and professional activities in keeping with the University's career path criteria for contract renewal, tenure and promotion for Librarians

Remuneration Package

Annual Salary Range:

Level II:

Minimum: TT\$ 239,544.00 per annum

Maximum: TT\$ 279,792.00 per annum

Benefits:

- Special allowance of 6% of basic salary;
- Transportation Allowance of TT\$3,250.00 per month;
- Up to five economy class passages plus baggage allowance of US\$3,000.00; (TT\$ equivalent) on appointment and normal termination (persons recruited from outside of T&T);
- 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 # 67/7/14
2024 May*