



UWI
ST. AUGUSTINE
CAMPUS

Manager, Student Life and Development

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



- ▶ CARIBBEAN'S #1
- ▶ WORLD'S TOP 1.5 %
- ▶ LATIN AMERICA'S TOP 20
- ▶ WORLD'S GOLDEN AGE TOP 100
- ▶ IMPACT RANKINGS 2.5%

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 UWI Division of Student Services and Development

The Division of Student Services and Development (DSSD) at The University of the West Indies, St. Augustine Campus, provides support services to facilitate student success and a life changing and enjoyable university experience. DSSD has successfully formed mutually beneficial relationships with other academic and non-academic Departments on the Campus to cooperatively serve our students. In this regard, we create and deliver development programmes and collaborate with staff responsible for the development of academic programmes to produce the distinctive UWI graduate. A student who has developed attributes such as critical and creative thinking; effective communication with good interpersonal skills; IT skilled and information literate; innovative and entrepreneurial; globally aware and well-grounded in his/her regional identity; socially, culturally and environmentally responsible; and guided by strong ethical values. Therefore, DSSD helps to create a safe and inclusive space for students to share their stories, ask for assistance, offer suggestions and most importantly, feel heard.

Student Services Departments: Who We Are

DSSD provides all students with support services that allow them to learn, grow, develop and to derive the maximum benefit from their university experience. Each department within the Division focuses on a core group of services that are all essential to student life at the St. Augustine Campus.

The Departments that form DSSD are:

- Office of the Director
- Careers, Co-Curricular and Community Engagement
- Counselling and Psychological Services
- Financial Advisory Services
- Guild Administrative Office
- Student Accommodation On and Off Campus
- Student Activities and Facilities Management
- Student Engagement Unit
- Student Life and Development

Vision – The University of the West Indies Division of Student Services and Development (DSSD) is committed to facilitating each student's personal and academic success by creating an environment that actively engages our students as they navigate campus life. It is also committed to responding to the evolving needs of our stakeholders – the students, the workplace and the wider society. Thus, the DSSD will establish itself as part of the core business of The UWI.

Mission – To provide excellent student-life and developmental experiences which will positively impact student retention and success.

Values – Teamwork, Integrity, Accessibility, Excellence, Civic Responsibility, Diversity, Equity, Empowerment, Civic Responsibility, Diversity, Equity, Empowerment.

Campus Registrar, The University of the West Indies, St. Augustine, Republic of Trinidad and Tobago.

Student Life and Development

The Student Life and Development Department (SLDD) of the DSSD identifies its main priority as Student Support, Student Development and Student Success. We provide high-quality services for all students in areas such as Academic Support and support for Students with Disabilities and Medical Conditions. Our support also extends to International and Regional Students and Postgraduate and Mature Students and is designed to ensure that there is the inclusion of all students in university life and that they ultimately achieve their highest potential.

At the SLLD, we are purposed on creating a campus without barriers.

Tenure of Appointment

Appointment as Manager, Student Life and Development 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

Manager, Student Life and Development

Qualifications and Experience

The successful candidate must possess at minimum, a Master's degree from a recognized university which should be in Social Sciences, Humanities, Education or a closely related field.

Candidates should also possess:

- Professional experience activities involving students with disabilities
- Experience in a managerial position
- Knowledge of assistive technology and accessibility tools for students with diverse needs
- Demonstrated competence in managing disability services through effective coordination, and promotion of inclusion and independence for persons with disabilities

Candidates with the following would have an advantage:

- Bachelor's degree in the field of Social Sciences, Student Services or related field
- Membership in a related professional association
- Proficiency in counselling
- Proficiency in assessing needs of persons with disabilities
- Demonstrated competence in student advocacy and academic accommodations (understanding what special requirements are needed for students with disabilities)

The following would be considered assets:

- Certification in Psychology or Social Work
- Experience in student services in a higher education environment
- Evidence of prior collaboration with faculty, staff, and external agencies to support equity and student success

Key Responsibilities

- Managing the delivery of support services for students with disabilities
- Working with academic and administrative Units and Departments to ensure that students with disabilities are afforded equal opportunity to benefit from their university experience. These issues ranged from the need for classroom and examination accommodations, study skills and examination sitting strategies, intervention at academic staff and/or administrative staff levels
- Overseeing and managing all the operations of the Department inclusive of department budget, programmes, strategic plans, staffing, policy development and implementation, for example the One UWI Disability Policy
- Overseeing academic and other types of support to all students including postgraduate and mature students, international and regional students and students with disabilities
- Developing and implementing programmes which facilitate the improvement of academic performance of all students on the campus
- Conducting meetings with all students to deal with any type of issue or challenges that they may be facing

- Engaging in sensitization and awareness initiatives for the Campus community on student with disabilities
- Fostering collaboration by networking, liaising, and coordinating activities with both campus partners and external organizations
- Ensuring appropriate accommodation is in place to support students requiring assistance during examinations
- Maintaining up-to-date knowledge of emerging trends, best practices, and technologies in supporting students with disabilities
- Developing and disseminating information to educate University staff on academic support services available to all students on campus
- Preparing annual reports and estimates of needs for the department
- Preparing budgets for programmes and initiatives and secure the requisite approvals for all budgets from the Director, DSSD
- Adhering to the guiding values, mission and vision of the University of the West Indies
- Performing any other duties that may be assigned by the Director
- Possess strong leadership skills
- Possess an inclusive and team-oriented management style
- Possess good planning, organizing and networking skills
- Possess cultural sensitivity
- Be a strategic and critical thinker
- Demonstrate empathy and compassion by understanding individual needs and managing support that promotes dignity, inclusion, and independence for persons with disabilities
- Display patience and tolerance by managing diverse needs and fostering an inclusive, respectful environment for persons with disabilities
- Be solution and results oriented
- Be committed to continuous improvement of service delivery
- Be able to understand and embrace working with diverse populations of students

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 advocacy skills to champion inclusiveness and equity
- Possess report writing, project and programme development skills

Remuneration Package

*The Registry
St. Augustine
File # 67/120 II
2026 January 12
/vj*

Annual Salary Range:

Level III:

Minimum: TT\$ 318,180.00 per annum
Maximum: TT\$ 353,760.00 per annum

Level II:

Minimum: TT\$ 254,136.00 per annum
Maximum: TT\$ 296,832.00 per annum

Level I:

Minimum: TT\$ 197,208.00 per annum
Maximum: TT\$ 247,020.00 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 12.5% 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

