



Librarian II School of Education

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 FACULTY OF HUMANITIES AND EDUCATION

The Faculty of Humanities and Education came into being on August 1, 1996 and comprises the School of Humanities (formerly Faculty of Arts and General Studies) and the School of Education (formerly the Faculty of Education).

The School of Humanities comprises the Department of History, the Department of Literary, Cultural and Communication Studies, the Department of Modern Languages and Linguistics, the Department of Creative and Festival Arts, the Film Programme in the Office of the Dean and the Centre for Language Learning.

School of Education

Established in the mid-1960s as the Institute of Education, the School of Education engaged, in its early years, mainly in curriculum development and research activities. As part of the University's re-structuring process the School has, at different times in its history, been constituted as a Faculty of Education, an Institute of Education and a School of Education. Since 1995/1996, when The University of the West Indies (UWI) underwent its last major restructuring exercise, it was re-named the School of Education. Together with the School of Humanities, it now constitutes the Faculty of Humanities and Education. Teacher education for university certification was introduced at the School in 1973. Since then, the School has been a leader in teacher development in Trinidad and Tobago, as well as in many other countries of the region. More

recently, we have begun to develop programmes for persons involved in education in other areas of professional practice as well. Thus today, our students also include secondary school librarians and health educators, as well as lecturers in tertiary level programmes, both here at UWI and at other tertiary institutions in Trinidad and Tobago.

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 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

Remuneration Package

Annual Salary Range:

Level II:

Minimum: TT\$ 254,136.00 per annum

Maximum: TT\$ 296,832.00 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

*The Registry
St. Augustine
File # 67/7/33 II
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