



THE UNIVERSITY OF THE WEST INDIES MONA, JAMAICA, WEST INDIES

The University of the West Indies (UWI) is a dynamic, international institution serving the countries of the Commonwealth Caribbean. Its faculties and institutes offer a wide range of undergraduate, masters and doctoral programmes in Humanities and Education, Science and Technology, Engineering, Law, Medical Sciences, Sport and the Social Sciences. The institution represents the oldest of its kind within the region and has been responsible for producing outstanding leaders who have made remarkable contributions to regional development.

Applications are invited from suitably qualified individuals for the post of:

Librarian – Information Literacy & Graduate Research **Mona Information Literacy Unit – Mona Library** **Reference No. MPN103452**

The UWI Mona Library seeks a dynamic and innovative Librarian for the Mona Information Literacy Unit (MILU). The Librarian collaborates with the MILU Coordinator and the Librarian-in-Charge of Public Services and will assist in the planning, producing, promoting, teaching and evaluation of Information Literacy sessions for the university community. This position will be part of a team responsible for the continuing development of the Library's Teaching and Learning Programme and also responsible for supporting graduate students and graduate research.

The successful candidate will be required to:

- Develop and deliver customized Information Literacy instruction and orientation for postgraduate students.
- Liaise with the assigned academic department(s) to deliver information services in support of teaching, learning and research, including assisting faculty to submit their publications for inclusion in UWIScholar.
- Develop, promote, implement and evaluate the Library's Instruction Programmes.
- Plan and supervise activities of the Postgraduate Learning Commons in collaboration with the Librarian-in-Charge of Public Services, and the Coordinator of MILU.
- Conduct graduate theses scrutiny and provide pre and post-consultation with postgraduate students as assigned by MILU.
- Provide reference services (face-to-face, telephone, virtual, and email) which includes responding to specific questions and providing personalized instruction of the strategies used to identify and locate research material.
- Collaborate with the Librarian-in-Charge of Public Services and the MILU Coordinator to assist with the preparation of grant proposals and other donor support materials.
- Demonstrate commitment to research and scholarship.

Essential Qualifications and Experience

- A Master's Degree in Library and Information Science (MLIS) from an accredited University
- A minimum of three (3) years' relevant experience working in a related area
- Experience in teaching/facilitation in a higher education institution/academic library
- Ability to effectively promote the instructional programme of the Unit

Competencies Required

- Excellent written and oral communication skills
- Strong interpersonal skills
- Highly customer service oriented
- Evidence of commitment to ongoing professional development and research
- A good team player

For further particulars on the University of the West Indies, Mona and the Mona Library, visit <https://www.mona.uwi.edu/library/>

Applicants are required to submit (i) a cover letter, (ii) a completed employment application form, (iii) curriculum vitae giving full particulars of qualifications, experience, the names and addresses of three (3) referees (one of whom should be from your present organisation) and (iv) copies of academic qualifications. Application for employment forms including the publication supplement can be found at <https://www.mona.uwi.edu/hrd/forms>. All applications documents should be sent by electronic mail to hrmd.odes@uwimona.edu.jm addressed to the **Campus Registrar** for the attention of the **Director, Human Resource Management Division, The University of the West Indies, Mona Campus, Kingston 7, Jamaica**. All applications must include the reference number **MPN 103452** in the subject line of the email. The final date for receipt of applications is **April 30, 2024**. Applicants are advised to ask their referees to send reports under confidential cover to the above address without waiting to be contacted.

The University thanks all applicants. However, due to the volume of applications, only shortlisted candidates will be contacted.

The University of the West Indies, Mona Campus..... Inspiring Excellence, Producing Leaders