



## 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 - INSTRUCTIONAL DESIGN SPECIALIST

Mona Library

Reference No. MPN 100224

The UWI Mona Library seeks a dynamic and innovative Instructional Design Librarian/Specialist who will combine sound pedagogy and design to transform and lead its information Literacy Teaching Programme. The Instructional Design Librarian/Specialist is a key member of the Mona Library team who will collaborate with faculty and librarians in the design, delivery and assessment of sustainable and accessible learning objects for library clientele.

#### The successful candidate will be required to:

- Apply information literacy standards/frames, instructional technologies, pedagogies, to information literacy design and delivery;
- Work in partnership with faculty, students, library colleagues, and other UWI colleagues including, MITS and CETL to design and deliver face-to-face and online instruction;
- Design and develop point-of-need resources such as online learning materials including library guides, videos and social media tools, and create repository of such materials;
- Develop tools to promote and assess programmes and instructional delivery to demonstrate library impact, and train colleagues in use of these tools;
- Engage with, and integrate emerging trends and technologies in support of Information Literacy Instruction.
- Play an active role in the development and delivery of Information Literacy instructional material to faculty and students;
- Participate in the development of policies, procedures, and goals for instructional and research services;
- Provide face to face and virtual reference service;
- Serve as subject Liaison Librarian to selected academic departments;

#### Qualifications and Experience:

- Master Degree in Teaching/Instructional Design, or relevant experience in instructional design in a higher education/academic library setting;
- Master of Library and Information Science (MLIS) or equivalent;
- A minimum of three (3) years' experience in teaching/working in a related area at the tertiary level;
- Demonstrated ability to work collaboratively with colleagues and faculty.

#### Skills and Competencies Required:

- Excellent interpersonal, communication and client service skills
- Leadership skills in a collaborative environment
- Demonstrated competence in graphic design
- Design thinking in educational technology for information skills development
- Grant and proposal writing knowledge
- Evidence of commitment to ongoing professional development and research
- Working knowledge of ALEPH and PHAROS systems

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 [hrrmd.odes@uwimona.edu.jm](mailto:hrrmd.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 100224** 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**