



COUNCIL OF LEGAL EDUCATION
HUGH WOODING LAW SCHOOL
100-114 Gordon Street, St Augustine
Trinidad. WI

VACANCY ANNOUNCEMENT

The Council of Legal Education invites applications for the post of **Library Assistant I** in the June Renie Law Library at the Hugh Wooding Law School, Trinidad & Tobago. The position is a full-time one and no outside employment may be undertaken. The post holder supports a wide range of library activities by performing a variety of routine clerical and technical duties that contribute to the efficiency and effectiveness of the service provided to the users of the Law Library. This includes circulation desk functions, processing of library materials and assisting library users. The successful applicant will be required to work within a shift system.

BRIEF JOB DESCRIPTION:

The Library Assistant I will be required to:

- Guide library users on library services, policies, facilities and procedures.
- Perform Circulation Desk duties that include, inter alia, charging and discharging of loans using an automated system, calculation and collection of overdue fines and managing special collections.
- Record circulation and other user statistics and collate them for the annual report.
- Provide basic research and reference services for students, tutors and external users.

QUALIFICATIONS AND SKILLS REQUIRED

- A minimum of five (5) CXC subjects inclusive of Mathematics and English A.
- Associate degree in Library and Information Studies or a Library Technician Certificate or any equivalent combination of experience and qualifications.
- A minimum of one (1) year of Library experience.
- Work experience in a legal environment will be considered an asset.
- Computer literacy with an intermediate proficiency in Microsoft Office tools.

COMPETENCIES AND TRAITS

Technical Competencies

- Understanding of Library procedures and work environment
- Understanding of the work processes in a Library environment
- Understanding of the value and purpose of electronic databases and filing systems in the library environment
- Research competencies.

Personal Traits

- Good interpersonal communication skills
- Ability to work as part of a team
- Consistency and attention to detail

BENEFITS INCLUDE:

- Competitive Salary
- Shift Allowance
- Vacation Leave
- Membership in a Contributory Pension Scheme
- Membership in a Group Health Plan

Applicants should submit their letter of application together with an updated curriculum vitae, copies of all relevant certificates and the names and contact information of two (2) referees who are familiar with the applicant's work by **email only to careers@hwlsedu.com**. The application should be addressed to:

**The Human Resource Manager
Hugh Wooding Law School
P.O. Bag 323
Tunapuna 331314
Trinidad, W.I.**

The closing date for receipt of applications is Tuesday, April 30, 2024.

Enquiries relating to salary and allowances may be directed to the Office of the Human Resource Manager, Hugh Wooding Law School at 1-868-235-4957/4958/4959.

The Hugh Wooding Law School wishes to advise that only shortlisted applicants will be contacted.

The Law School reserves the right to extend searches or, in the event of transfer or budget cuts, to not offer the position.

AN EQUAL OPPORTUNITY INSTITUTION