



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

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**VACANCY ANNOUNCEMENT**

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The Council of Legal Education invites applications for the post of **Library Assistant III** in the June Renie Law Library at the Hugh Wooding Law School, Trinidad & Tobago. The post holder is responsible for the execution of Library's acquisition procedures, elementary cataloguing, entering material in Library's automated databases, providing technical support and training to students and staff in the use of online database. The successful applicant will be required to work within a shift system.

**BRIEF JOB DESCRIPTION:**

The Library Assistant III will be required to:

- Conduct research on various legal subjects for Library users.
- Perform circulation desks duties as required.
- Process incoming Library acquisitions.
- Undertake and oversee minor repairs and preservation of library materials.
- Assist in preparing reports, statistics and information resources.
- Assist in planning, promotion, and implementation of Library events, and outreach activities.
- Participate in Library's orientation, training and tours.
- Ensure compliance with regulations governing Library use.
- Assist with registration in databases.
- Create barcodes for resources in collection.
- Assist with stock taking exercises.
- Access, process, and maintain regional legislation.
- Review and assist with editing database records.

**QUALIFICATIONS AND SKILLS REQUIRED**

- Associate degree in Library and Information Studies.
- A Bachelor's degree in Library and Information Studies will be considered an asset.
- At least five (5) years library experience in Law Library/ another Library environment.
- A minimum of five (5) CXC subjects inclusive of Mathematics and English A.
- 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

- Intermediate level experience in providing training and support in Library setting/ legal environment.
- Good knowledge of collection development procedures.
- Good working knowledge of cataloguing/ classification and subject indexing.
- Good knowledge in the use of online databases.
- Good knowledge of Library's quality control standards.
- Good knowledge of online databases.

### 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](mailto: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 Friday, March 27, 2026.**

**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**