



THE UNIVERSITY OF THE WEST INDIES

## POST OF ASSISTANT ARCHIVIST

Applications are invited from suitably qualified persons for the post of **Assistant Archivist** in the Vice-Chancellery, located at **The UWI Regional Headquarters in Jamaica.**

### MAIN PURPOSE AND SCOPE OF THE JOB:

The Assistant Archivist is responsible for overseeing the conduct of a program of archival management for the Archives collection, and other permanent records at the repository in accordance with approved University policies and keeping with the strategic goals of the University Archives and Records Management Programme (UARMP). The incumbent works with the University Archivist to ensure consistency in the management and preservation of University archives and to promote the work of the UARMP.

### Responsibilities:

Reporting to the University Archivist, the successful candidate will be expected to:

- Manage the appraisal, accessioning and arrangement and description of University records held in the University Archives;
- Direct and supervise the work of Archives Assistants and other administrative staff at the Archives;
- Work with the University Archivist in developing and implementing a programme of preservation for the holdings, including the use of digitization where appropriate;
- Work closely with Campus Records Managers to identify records of archival value to be transferred to the Archives physical or electronic repository;
- Manage the archival information management system ensuring that information on the holdings is indexed and added to the system on a timely basis; and provides training to users of the system both at the repository and in the wider UARMP;
- Coordinate the provision of reference services to researchers seeking access to the holdings at the repository, both in person and online;
- Provide assistance in respect of secretariat duties for the University Archives and Record Management Committee (UARMAC);
- Contribute, as part of the UARMP group, to University-wide records and information management programmes and projects and to the review/development of relevant archives and records policies and procedures;
- Work with University Archivist to promote the work of the UARMP in outreach activities including observation of International Archives week and other relevant professional events; participates in the planning, research and development of exhibits, and special programmes.

### Qualifications and Experience:

- A Master's level degree in Archives and Records Management ; or A Master's level degree in a related field together with possession of Certified Archivist designation or other certification in archives management;
- At least five years of progressively responsible experience working in the field of archives and records management
- Experience in implementing and managing systems for the management of records and archives in electronic/digital format

*The successful applicant will be expected to assume duties as soon as possible.*

Full details of the remuneration package may be obtained from the Office of Administration by contacting us on email: [hrapplications@uwimona.edu.jm](mailto:hrapplications@uwimona.edu.jm)). Detailed applications giving **i)** full particulars of qualifications and experience, biodata; and **ii)** the names, titles, mailing and e-mail addresses, fax and telephone numbers of three (3) referees should be sent as soon as possible to the: **UNIVERSITY REGISTRAR, OFFICE OF ADMINISTRATION, THE VICE CHANCELLERY, UNIVERSITY OF THE WEST INDIES, MONA, KINGSTON 7, JAMAICA, W.I., E-mail: [hrapplications@uwimona.edu.jm](mailto:hrapplications@uwimona.edu.jm).**

The closing date for receipt of applications is **April 26, 2023**.

*The University of the West Indies thanks all applicants, however, only shortlisted candidates will be contacted.*