



ST. VINCENT AND THE GRENADINES COMMUNITY COLLEGE

Job Opportunity - Library Assistant

The St. Vincent and the Grenadines Community College (SVGCC) is seeking to recruit qualified and innovative individuals for the post of Library Assistant.

SUMMARY OF DUTIES & RESPONSIBILITIES

- Sorting and shelving library materials
- Searching and maintaining library files and patron records using various databases
- Providing routine information and assistance to faculty, staff, students, and other academic institutions and community users
- Processing reserve requests, overdue notices, invoicing, and book functions
- Issuing, renewing, and discharging library materials
- Operating standard library equipment

QUALIFICATIONS AND EXPERIENCE

- Passes in at least five subjects at CSEC General Proficiency level or its equivalent, including English Language
- Certification as a Library Assistant or an equivalent qualification is an asset
- Word processing and spreadsheet analysis
- The ability to maintain filing systems and manage records
- At least six years of relevant experience

WHO SHOULD APPLY?

We would love to have you on board if you:

- ✓ Are organised, enthusiastic, and committed to excellence
- ✓ Can work independently while being committed to achieving team and organisational goals
- ✓ Are teachable and have a high regard for integrity and accountability

APPLICATION PROCESS

1. Gather the following documents as part of your application:
 - Cover Letter
 - A recent Curriculum Vitae
 - Copies of academic certificates - certified by the National Accreditation Board (NAB)
2. Submit your application via email to hr@svgcc.vc, with the subject title – Job Application: Library Assistant.
3. Request two professional references - Ask your referees to send letters of reference directly to the HR Manager (using email hr@svgcc.vc) without waiting to be contacted by the College.

CLOSING DATE for receipt of applications is Sunday, February 08, 2026.