



Librarian

At UWC Mahindra College, Pune (India)

for the academic year starting in August 2025

About UWC Mahindra College



[The Mahindra United World College of India \(MUWCI\)](#) is a not-for-profit pre-university residential high school for 240 students aged 16 to 19 from more than 80 countries. The

College offers a globally recognised two-year International Baccalaureate Diploma Programme taught by 30 faculty members from around the world. Nestled in a 175-acre biodiversity reserve, MUWCI strives to create responsible, environmentally-conscious, service-oriented changemakers.

A truly international community of learners and leaders

Teaching responsibility & service through action

Over 80 per cent students on scholarships

Residential college located in a biodiversity hotspot

Emphasis on sustainability



Start Date: 1st August 2025

- Reports to Head of Academics
- Direct reports to Library Officer

Working at MUWCI means that you believe in the promise of a better world. If you want to educate the brightest, boldest, most caring and ambitious minds and hearts from around the globe and be part of a community of learners and supporters - please join us. Whether you teach, maintain the campus, or work in our offices, you are recognised for your talents and skills and become part of a movement to educate for a more peaceful and sustainable future. MUWCI values candidates who are drawn to the particular educational experience and mission of the United World Colleges.

Aligned with the recommendations of the International Task Force on Child Protection, we hold ourselves to a high standard of effective recruiting practices with specific attention to child protection. MUWCI is committed to safeguarding and promoting the welfare of children and young people under its care.

We offer all employees a competitive compensation and benefits package, including opportunities for professional development. MUWCI welcomes qualified applications from individuals with a diverse range of backgrounds and we are proud to be an equal-opportunity workplace. We celebrate diversity and are committed to creating an inclusive environment for all employees.

Role overview



The Librarian plays a key role in curating, managing, and enhancing the library's academic and non-academic resources. The ideal candidate will be a passionate advocate for lifelong learning, fostering a dynamic and collaborative environment where students develop strong research, literacy, and critical thinking skills. Working closely with faculty, the Librarian ensures that the library remains an engaging, resource-rich space that supports students' academic and personal growth.

Qualifications & Experience

Education

- Bachelor's degree in Library Science, Information Management, or a related field.
- Professional Librarianship qualification preferred.
- Ongoing professional development in library sciences or education is an asset.

Role overview



Qualifications & Experience

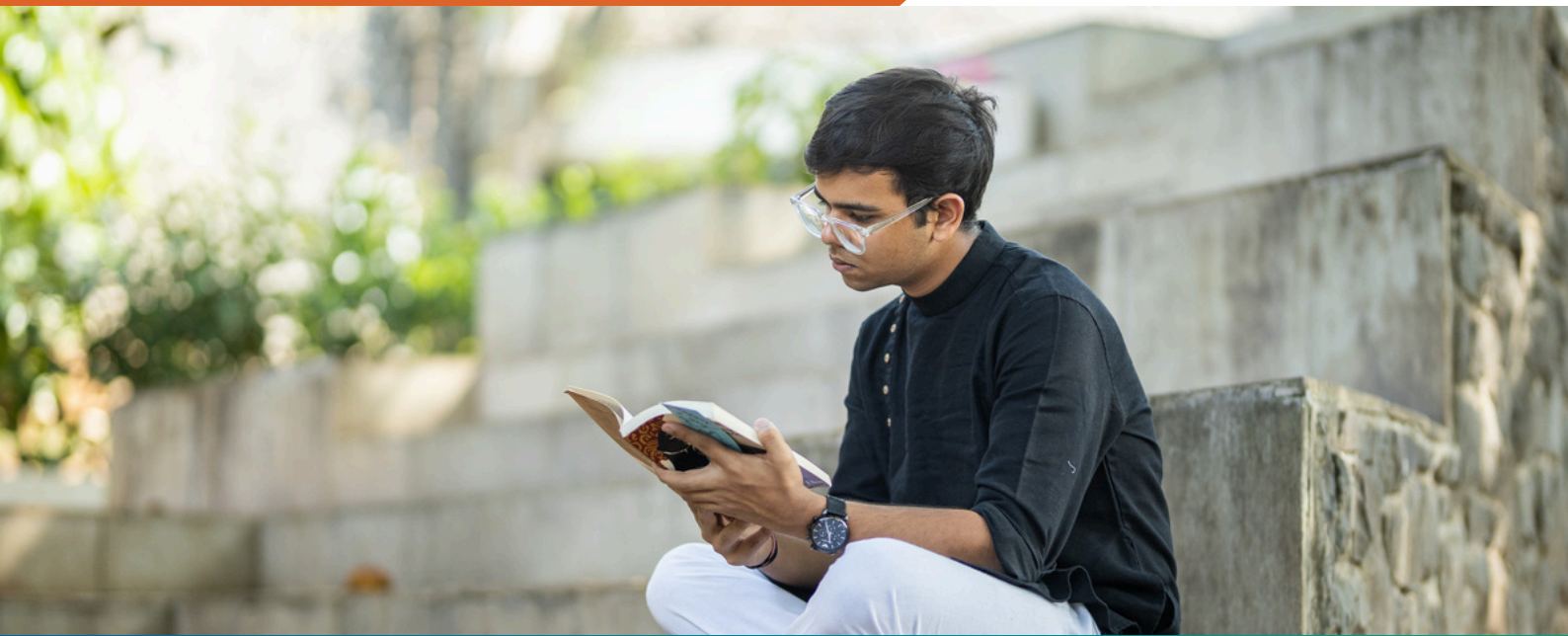
Experience

- Proven experience managing library services, preferably in an educational setting.
- Experience working in an international school environment is desirable.
- Familiarity with IBDP curriculum and interdisciplinary learning approaches.
- Proficiency in Follett Destiny Library System and online databases to support research and learning.

Personal attributes

- Forward-thinking and innovative in promoting library engagement.
- A positive, flexible, and solution-oriented mindset.
- Strong organisational skills with attention to detail.
- Passion for fostering student learning and development.
- Excellent interpersonal and communication skills.
- Culturally aware, adaptable, and committed to student well-being and safeguarding.

Key responsibilities



Key responsibilities the librarian is expected to manage:

- Oversee the curation, management and development of library resources, including books, digital media and ICT tools, in alignment with the IBDP curriculum.
- Collaborate with subject teachers to evaluate, select and acquire diverse learning materials in both digital and print formats.
- Maintain and update the library's cataloguing system and software, ensuring accessibility and organisation.
- Deliver academic research and citation seminars to support students in developing effective research skills.
- Contribute to library policies and strategic development, ensuring resources remain relevant and engaging.
- Implement student library education programmes to promote independent learning and responsible resource use.
- Promote the library's role through displays, events and assemblies, encouraging student and faculty engagement.
- Supervise and mentor student librarians, fostering leadership and responsibility.
- Manage the library budget, prepare financial estimates and provide usage reports and policy effectiveness assessments.
- Support digital reading initiatives, ensuring students can access e-books and online resources.
- Work closely with faculty to integrate research and literacy development into the curriculum.
- Actively contribute to MUWCI's literacy strategy in collaboration with the Language and Literature Coordinators and Head of Academics.
- Lead library-related initiatives, cultivating a school culture of reading and intellectual curiosity.

How to apply



Interested applicants should submit the following to the Head of College, Gaurav Chopra, at vacancies@muwci.net:

- Curriculum Vitae (CV)
- Cover letter outlining how your qualifications and experience align with the position
- Contact details of two professional referees (email & phone)

Child Protection & Safeguarding

MUWCI is committed to the highest standards of child protection and safeguarding. We adhere to best recruitment practices and expect all employees to uphold these standards.

Compensation & Benefits

MUWCI offers a competitive salary and benefits package, along with opportunities for professional development. We welcome applications from diverse candidates who align with our mission and values.

Application Deadline: 20th February 2025