

LIBRARIAN

Start Date: 1st August 2025

Reports to: Head of Academics

Direct Reports: Library Officer

About The Mahindra United World College of India

The Mahindra United World College of India (MUWCI) is a pre-university residential high school for 240 students, aged 16 to 19, from over 80 countries. The College offers the globally recognised two-year International Baccalaureate Diploma Programme, taught by a diverse faculty of 30 educators from around the world. Nestled within a 175-acre biodiversity reserve in the Western Ghats, MUWCI provides a unique environment for experiential learning, intercultural exchange, and academic excellence.

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 the academic and personal growth of students.

Key Responsibilities

- 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 have access to 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 culture of reading and intellectual curiosity within the school.

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.

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.

Child Protection & Safeguarding

MUWCI is committed to the highest standards of child protection and safeguarding. We adhere to best practices in recruitment 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.

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)
-

Application Deadline: 20th February 2025