

Reference and Electronic Resources Librarian

The Charleston School of Law seeks resumes for the full-time position of Reference and Electronic Resources Librarian. The successful candidate must have strong interpersonal, organizational, and communication skills. The Reference and Electronic Resources Librarian will be responsible for providing reference assistance, participate in the law library reference desk schedule and Faculty Liaison program, and coordinate automation activities in each of the library's service areas: Technical Services and Public Services. Coordinates all activities related to the library's automated system and access to electronic and print resources. This candidate will work closely with staff to manage library software training for library and employees and ensure access to commercial and public information resources needed for research and teaching by managing the electronic resources and serving as a liaison to vendors as well as responsible for administering the electronic resources management system. Plays a leadership role in developing tools, measures, and techniques to identify, prioritize, design, and implement the assessment of library-wide activities. Provide assistance in collecting, organizing and analyzing data, including ad hoc analyses and special request. The Reference and Electronic Resources Librarian candidate will also contribute to the schools newsletters, blog, Libguides, displays and supervise student workers. The first priority of all members of the Charleston School of Law's Library team is to serve the CSOL faculty, students, and patrons.

Qualifications and Requirements:

1. ALA accredited M.L.S./M.I.L.S. degrees required;
2. J.D./prior law library experience preferred but not required;
3. Prior experience working in a library setting preferred;
4. Knowledge of OCLC, Library of Congress Classification and Subject Headings;
5. Knowledge of legal vendors and publishers;
6. Ability to work in an integrated library system environment.

Please send resumes to:

Shera L. Silvis, PHR, SHRM-CP
Director of Human Resources
Charleston School of Law

By email to:

ssilvis@charlestonlaw.edu

Or by mail to:

P.O. Box 535
Charleston, SC 29402
Attn: Shera Silvis

The Charleston School of Law is an Equal Opportunity Employer.