

Reference and Outreach Services Librarian – George Mason University Law Library

We invite applicants for our Reference and Outreach Services Librarian opening. This vacancy is a result of the incumbent assuming a different role within the George Mason University Law Library.

George Mason University Law Library is located on the Arlington, Va., campus. Mason has a strong institutional commitment to the achievement of excellence and diversity among its faculty and staff, and strongly encourages candidates to apply who will enrich Mason's academic and culturally inclusive environment.

Responsibilities:

The Reference and Outreach Services Librarian is responsible for providing library services to students, staff, faculty, alumni, attorneys and public patrons. Duties include reference and research services, law student instruction, outreach to law students and other patrons, serving as a library liaison to law faculty, collection development, Web site editing, social media, and other duties as assigned.

1. Provide reference services by e-mail, telephone and in-person to faculty, students, staff, alumni, attorneys and other public patrons.
2. Prepare guides, handouts and other materials (both print and Web-based) to assist students, faculty and other patrons with the library collection and services.
3. Serve on the Collection Development Committee to evaluate, update and implement collection development policies; and identify titles for selection, cancellation and weeding.
4. Provide liaison support to Law School faculty and adjunct faculty, including training in the use of print and electronic resources, preparation of bibliographies, and facilitation of interlibrary and document delivery.
5. Teach legal research as part of the LRWA (Legal Research, Writing and Analysis) I and II programs, including instruction in both print and electronic resources. Participate in other research instruction classes, including substantive law classes; Career and Academic Services Office (CAS) presentations; orientation; and library tours.
6. Under the supervision of the Head of Reference and Instructional Services, take primary responsibility for developing the teaching materials, presenting the materials to the librarians, and scheduling instruction in the LRWA III and IV courses.
7. Take primary responsibility for maintaining the Law Library's Library and Technology blog, Facebook page and Twitter feed.
8. Provide backup, as needed, to the Reference and Faculty Services Librarian reviewing and uploading Social Science Research Network (SSRN) papers and making edits to the Law School and Law Library Web sites.
9. Work with the Circulation Department to provide backup coverage at the Circulation Desk when necessary, and assist in collection management decisions.

10. Participate in professional development activities, library committees, and Law School and university activities.

11. Perform other duties as assigned.

Required Qualifications:

- J.D. from an American Bar Association (ABA)-accredited law school, and MLS or equivalent from an American Library Association (ALA)-accredited library program;
- Thorough knowledge of legal bibliography, both in print and electronic formats;
- Academic law library experience providing services to law faculty;
- Strong service orientation and organizational abilities;
- Teaching experience; and
- Experience using, or ability to quickly learn to use, Web editing software for Web page maintenance.

Preferred Qualifications:

Experience working with The West Education Network (TWEN), Web page editing software, and social media software such as WordPress blogs, Facebook and Twitter.

To Apply:

Applicants must apply for **position number FA329z** at <http://jobs.gmu.edu/>; complete and submit the online application; and upload a cover letter, resume, and a list of three professional references with contact information. Review of applications will begin immediately.

For full consideration, apply by July 21, 2017.