

Reference Librarian

Georgetown University Law Library

Due to a retirement, Georgetown University Law Library is seeking applications for a Reference Librarian in the Edward Bennett Williams Law Library.

This position joins a diverse reference and research services staff of 14 librarians from different professional backgrounds and with wide ranging interests and areas of expertise. Under the direct supervision of the Head of Reference, this position is an essential member of the Reference team, which provides extensive legal reference services in a fast-paced, dynamic environment.

Responsibilities include participating in the reference desk rotation (including evenings and weekends), conducting individual research consultations, and writing research guides.

The Reference Librarian participates in basic and advanced legal research instruction (e.g., first-year legal research and writing program, specialized courses, clinics, law journals) for one of the largest law schools in the nation. The Reference Librarian is the primary contact for designated faculty members in a liaison program to meet research and scholarship needs, and works with the Library Research Services team to coordinate in-depth faculty research projects. The Reference Librarian participates in the library's collection development in assigned subject areas.

The position receives annual funding and leave for professional development and training. The Law Library also supports administrative leave for scholarly research and writing, and full-time librarians may apply for up to two weeks of administrative leave after one year of continuous service.

Reference Librarians are encouraged to participate as a member of Law Library and Law Center committees to grow and contribute to community life.

Salary is commensurate with experience and qualifications. Experienced librarians are encouraged to apply. Georgetown provides a comprehensive and highly competitive benefits package to help provide employees with work-life balance, including child care through professional, licensed on-site day care; tuition assistance for employees and their dependent children; retirement savings in which the university contributes up to 10 percent of an employee's gross pay; and alternative work schedules (e.g., telework). Reference Librarians hold Academic & Administrative Professionals (AAP) appointments. The start date is negotiable.

To apply for this position, please submit applications via the Georgetown University Careers portal (<https://careers.georgetown.edu>) by using Job Number JR02021, or via this [link](#). Address applications to Joe Thomas, Deputy Director of the Law Library, and include a cover letter, a current

resume, and the names and contact information for three references. Applications will be reviewed as received until the position is filled.

Georgetown University is an Equal Opportunity/Affirmative Action Employer and all qualified applicants will receive consideration without regard to race, color, religion, sex, national origin, disability status, protected veteran status, or any other characteristic protected by law.

Required: J.D. from an ABA-accredited law school or non-U.S. J.D. equivalent; Master's degree from an ALA-accredited school of library and/or information studies or non-U.S. Master's degree equivalent; knowledge of legal materials; excellent communication skills. Experience with legal research materials, including online legal databases. Awareness of current trends in legal research, library automation and library instructional programs.

Preferred: Professional experience in a law or academic library, and experience teaching legal research or leading instructional design.

About Georgetown University Law Library

Georgetown Law Library is one of the country's premier legal research institutions, with a dynamic staff of over 50 people and a collection exceeding one million volumes. Located in the nation's capital, and within walking distance of the U.S. Congress and the Supreme Court, Georgetown University Law Center is recognized for the quality of scholarship, its renowned faculty, and for its exceptionally talented and diverse student body. Focused on service excellence and innovation, it is among the largest academic law libraries in the nation and includes a comprehensive collection in U.S., international, foreign, and comparative law materials. We strive to live up to our motto: "Supporting Scholarship, Excelling in Service, Leading in Technology."