

LSU Law Center Assistant Dean and Director for the Library and Information
Technology Services
Louisiana State University Law Center

Job Description:

The LSU Law Center is located on the main campus of Louisiana State University, in Baton Rouge, Louisiana. The school draws its students from Louisiana and throughout the United States and has a strong tradition of academic excellence dating from its founding more than a century ago. LSU Law students take courses that reflect the mixed civil and common law tradition of Louisiana; the Law Center prepares its students for practice or service in the global, national, and state arenas. The Library collection consists of over 850,000 volumes and volume equivalents with an impressive collection in foreign and comparative law.

Administrative Oversight 75%--Reporting directly to the Dean of the Law Center, the Assistant Dean and Director is the chief administrative officer for the law library and information technology services and is responsible for all operations within both areas, including planning, budgeting, and administration. The Assistant Dean and Director monitors both the library and IT services to ensure that all programs and functions of each fully support the academic, research, and practical needs of Law Center students, faculty, and visitors. This position presents an opportunity for a creative administrator to help the Law Center enhance the library and information technology environments and an opportunity to work with the Dean to fill vacancies as they arise.

Legal Research and Teaching 15%-- Under our current Legal Research and Writing program, the Assistant Dean and Director coordinates the research component of the required first year course in Legal Research and Writing and teaches in the program along with other members of the Library professional staff. In consultation with the Dean and faculty, there may be opportunities to teach legal research courses at both the introductory and advanced levels.

Strategic Planning and Implementation 10%--The Assistant Dean and Director works with the Dean and other members of the Law Center and LSU community to help determine the overall course and direction of the Law Center.

Qualifications:

JD from an ABA-accredited law school and MLS or equivalent degree from an ALA-accredited institution. Significant administrative experience in a law library and understanding of the functioning and operation of an academic law school library. Customer-oriented approach to working with all Law Center constituencies to support the teaching, scholarship, and service goals of the Law Center. Ability to review, evaluate, and align services with ongoing changes in the Law Center curriculum. Familiarity with information and instructional technologies.

Additional Position Information:

Background Check - An offer of employment is contingent on a satisfactory pre-employment background check.

Benefits - LSU offers outstanding benefits to eligible employees and their dependents including health, life, dental, and vision insurance; flexible spending accounts; retirement options; annual and sick leave; 14 paid holidays; wellness benefits; tuition exemption; training and development opportunities; employee discounts and more!

LSU is committed to diversity and is an equal opportunity/equal access employer

HCM Contact Information:

Questions or concerns can be directed to the LSU Human Resources Management Office at 225-578-8200 or emailed HR@lsu.edu.

Quick link at ad URL: https://lsu.wd1.myworkdayjobs.com/LSU/job/L0100-Hebert-Law-Center/LSU-Law-Center-Assistant-Dean-and-Director-for-the-Library-and-Information-Technology-Services_R00011269

Internal Number: 00011269

About Louisiana State University Law Center

The LSU Law Center is located on the main campus of Louisiana State University, in Baton Rouge, Louisiana. The school draws its students from Louisiana and throughout the United States and has a strong tradition of academic excellence dating from its founding more than a century ago. LSU Law students take courses that reflect the mixed civil and common law tradition of Louisiana, and the Law Center prepares its students for practice or service in the global, national, and state arenas. The Library collection consists of over 850,000 volumes and volume equivalents with an impressive collection in foreign and comparative law.