

Reference Librarian (Tenure-Track)

Job Posting Title: Assistant Librarian

Position Type: Faculty

Department: LSUAM Law - LLIS - Instructional Technology (William Taggart Monroe Jr. (00003851))

Work Location: LSU - Baton Rouge

Pay Grade: Academic

REFERENCE AND RESEARCH - LAW LIBRARIAN POSITION DESCRIPTION

Reference and Research – 40%

- Provides reference and research services for faculty, students, staff, and other library patrons in all areas of the collection.
- Assists in staffing the reference desk, which includes nights and weekends.
- Provides other relevant research and reference services for users.
- Actively initiates contacts with faculty to ascertain and meet their research needs.

Collection Development and Maintenance – 30%

- Recommends new and retrospective materials for purchase.

Education and Orientation – 30%

- Participates in providing research instruction for Law Center classes and librarian-initiated research instruction for students.
- Creates bibliographies, pathfinders, library research guides, and other finding aids intended to increase access to the library's physical and electronic resources.
- Participates in updating the library's finding aids.
- Provides library orientation lectures and tours.
- Prepares and presents exhibits in conjunction with other librarians and staff.

General

- Performs any other duties and responsibilities as may be assigned.

Authority

- Immediate Supervisor is the Director for the Library and Information Technology Services.

Required Qualifications

- Applicants and nominees must hold a law degree and ALA accredited degree in library and information science or equivalent plus varied experience in college and university libraries.
- The successful candidate will possess the ability to function in a collegial, teamwork-oriented environment with a strong service orientation, and must be self-motivated, with excellent attention to detail and superior organizational and analytical skills.
- Strong communication and interpersonal skills are essential, as is the ability to communicate clearly, effectively, and professionally, and in a timely manner.
- Must have the ability to work independently and as a collaborative team member.
- Evening and weekend work may be required.

Preferred Qualifications

- Teaching or training experience, particularly in an academic setting;
- Demonstrated ability to work with emerging technologies and interest in meaningfully incorporating them into the law library environment;
- Interest in foreign, comparative, and international law research; and
- Working knowledge of at least one major European language, French preferred.

This a full-time library tenure track position.

Posting Date: June 20, 2017

Closing Date (Open Until Filled if No Date Specified):

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; various leave options; paid holidays; wellness benefits; tuition exemption for qualified positions; training and development opportunities; employee discounts; and more!

Essential Position (Y/N): No

EEO Statement: 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