

**Student Services Librarian  
North Carolina Central University School of Law**

The North Carolina Central University School of Law Library is searching for candidates for the position of Student Services Librarian. The Student Services Librarian reports directly to the Senior Reference Librarian.

The Student Services Librarian will identify the research needs of the law student body and plan services to meet those needs; participate in the evaluation of software and web resources to improve the delivery of research aides; plan events and workshops for law students that enhance their research skills; manage the reference desk student workers and coordinate library volunteers working in reference; and assess students' research needs and satisfaction with library services annually through surveys and focus groups.

The Student Services Librarian is a member of the reference team who works with other reference librarians to provide extensive reference and research assistance to patrons, including providing liaison services and trainings to assigned groups; preparing research bibliographies, user guides, and other research aids; participating in the selection of information resources; providing reference and research assistance to faculty, students, staff, the local bar and the public from the Reference Desk; developing and marketing library services to faculty and students; teaching in the first year legal research and persuasion courses; and performing other duties as assigned.

**Required:** A JD from an ABA approved law school and an MLS from and ALA accredited institution. A demonstrated record of sophisticated research and computers skills is preferred. Candidates must have excellent communication skills, a demonstrated ability to work well in a fast-paced environment, and a familiarity with and understanding of legal research materials in all formats. The successful candidate will be a self-starter, able to meet deadlines, and work well in a collaborative environment to achieve common goals. The successful candidate will be able to develop productive working relationships and work effectively as a team member as well as independently. Some teaching/training experience is required.

**Compensation:** Competitive salary commensurate with education, skills, and experience.

**To Apply:** Applicants must submit a cover letter, resume/CV, contact information for three professional references, and unofficial transcripts in order to be considered for this position. All applicants must apply through the NCCU Jobs website at <https://jobs.nccu.edu/postings/8862>. Applications must be received by Sept. 15<sup>th</sup>. For questions about this position please contact Lance Burke, Senior Reference Librarian, at [lburke2@nccu.edu](mailto:lburke2@nccu.edu) or 919-530-7179.

North Carolina Central University, an EEOC/AA employer, complies with the Immigration Reform and Control Act of 1986. All new employees must provide original documents verifying identity and employability within the first three (3) days of employment with the University. Accommodations for applicants who qualify under the Americans with Disabilities Act or Section 503 of the Rehabilitation Act of 1973, as amended, are available upon request.