

## **University of Richmond Reference and Research Services Librarian**

The Muse Law Library at the University of Richmond is seeking qualified applicants to apply for a position as a Reference and Research Services Librarian. Located minutes from downtown Richmond, Virginia, the University of Richmond ([www.richmond.edu](http://www.richmond.edu)) blends the intimacy of a small college with exceptional academic, research, and cultural opportunities usually found only at large institutions. The law school (<http://law.richmond.edu/>) is a small, collegial community that emphasizes teaching and student service.

### **Duties:**

The Reference and Research Services Librarian provides reference, research, and instructional services to law faculty and law students, University faculty and students, and other library users. The position teaches Legal Research as part of the first-year Lawyering Skills program and also upper-level legal research instruction. The librarian monitors law-related print and electronic resources and notifies faculty and others about relevant resources and specific items and creates library publications, including regular library news, online research guides, and promotion of faculty scholarship. The librarian is expected to take an active role in the law school, university, and professional communities by participating in faculty workshops, serving on law school and university committees, acting as a faculty advisor to students, and being active in local and national law library associations.

### **Required Education & Experience:**

- J.D. from ABA-accredited law school
- Master's degree in Library and/or Information Science from an ALA-accredited institution
- Reference or public services library experience required
- Law library experience preferred

### **Qualifications:**

- Knowledge of legal resources, print and electronic, and computer-assisted legal research systems
- Organizational ability
- Excellent written and oral communication skills
- Ability to interact positively with students, faculty, and other users
- Strong teaching skills and demonstrated effectiveness in conveying legal information in classroom and other instructional settings
- Basic knowledge of foreign, comparative, and international law resources (preferred)

### **Work Hours:**

- Full-time, exempt position. 38.75 hours per week
- Occasional evening and weekend work required.

### **Salary:**

- Pay grade 6. To see more detailed salary information please review the University of Richmond's [Compensation Structure](#)

**To apply:** <https://richmond.csod.com/ats/careersite/JobDetails.aspx?id=1181>, reference #500493. Applications will be considered starting April 14, 2017, for a position to start Summer 2017.

Please contact Jason Zarin, Head of Reference, Research, and Instructional Services, [jzarin@richmond.edu](mailto:jzarin@richmond.edu) (804) 289-8217 with any questions.

*UR is committed to developing a diverse faculty, staff and student body, and to modeling an inclusive campus community which values the expression of differences in ways that promote excellence in teaching, learning, personal development and institutional success. In keeping with this commitment, our academic community welcomes candidates from diverse backgrounds and candidates who support diversity. EOE*