

Associate Director of the Law Library

Tulane University Law Library

Location **New Orleans, LA, US**

Organization Name **Law Library**

Posting Summary

The Associate Director of the Law Library supervises all library departments, functions, librarians, staff members and student workers; prepares reports for Deans and Library Director; manages servers and web content; develops and maintains technological solutions; serves as institutional repository manager. In addition, the Associate Director provides reference services to patrons in person, by telephone, and online; serves as library liaison to designated faculty members; creates and maintains information literacy materials; serves as backup Interlibrary Loan coordinator; plans and teaches legal research in various courses; and participates in collection development and management.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES/COMPETENCIES TYPICALLY NEEDED TO PERFORM THIS JOB SUCCESSFULLY:

- Excellent communication skills
- Strong service commitment
- Ability to work within a team environment
- Highly proficient in American legal research tools and strategies (print and online)

Minimum Qualifications

Minimum Education

- Juris Doctorate from ABA-accredited school and Master of Library Science degree from ALA-accredited school
- Five years of law library experience

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Preferred Qualifications

- Five or more years law library experience
- Web design experience
- Teaching experience

- Familiarity with relevant computer applications (esp. Sierra, LibGuides, Microsoft Office, Pidgin)

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How To Apply

Materials submitted through this portal will not be considered.

To be considered for this position please apply via Interfolio at the following link: <http://apply.interfolio.com/44099>

This posting will close on: **Thursday, November 30, 2017.**

Tulane is an EOE/M/F/Vet/Disabled employer.