

SECTION 4: STUDENT SERVICES JOB DESCRIPTIONS

Positions devoted to student services are relatively new. Of the job descriptions collected, librarians tasked with student services are typically members of the reference department. Positions often require teaching and working as a liaison to student journals and organizations. Outreach and marketing are also typically part of the position description.

Boston University

Legal Information and Student Services Librarian

Provide professional legal information, reference, research, and instructional services to the law school community. Assist legal researchers in effectively understanding and using new and existing resources, technologies and library services. Coordinate with supervisor to create, evaluate and promote innovative new library services and resources for students. Organize and administer new and existing library instructional programs for students. Market library services and resources to the student population. Work with the student run law journals to provide library services and instruction. Develop and teach legal research instructional classes. In coordination with other professional staff, exercise professional judgment based on education, training, and expertise to improve the law library, research and technology services, research instructional programs, and library collections.

Research Librarian and Student Services Coordinator

Harvard

This position provides research assistance and instruction to students, faculty, and other patrons. Participates in bibliographic instructional programs, including training faculty/students in print, electronic, and Internet legal resources; participates in the Law School's Legal Writing and Research instruction; prepares/edits library guides; develops and teaches research classes. Coordinates, develops, and promotes the department's services to Harvard Law School students. Works to identify needs/opportunities for library services to students. Liaison to assigned student law journals. Ultimately, a student services librarian is tasked with leading the charge to improve the services that libraries provide for students.

Instructional and Student Services Librarian, The John Marshall Law School

The Louis L. Biro Library at The John Marshall Law School seeks a creative and energetic Instructional and Student Services Librarian dedicated to innovation in teaching and learning. The ideal candidate will be a forward-thinker who enjoys working independently as well as cooperatively with a team of librarians and Academic Technology staff on long-term projects such as online education, use of technology tools, and other projects designed to help the library stay at the forefront of groundbreaking legal education. Candidate will also offer reference and course instruction that support optimal use of technology in learning and research activities.

Duties:

As part of the reference team, this position provides reference, research, and instructional services to JMLS students, faculty, staff, alumni and Chicago Bar Association members.

Specific duties include, but are not limited to:

- Design and deliver legal research tutorials face-to-face and online, including conducting in-class presentations and special workshops for students on practical legal research skills;
- Develop instructional modules in varied formats, including online tutorials and online guides;
- Create, evaluate and promote innovative new library services and resources for students such as organizing instructional programs of interest to students;
- Participate in our new virtual research appointments service for students;
- Assist faculty, students and staff with research needs and participate in reference desk staffing (which may include an occasional Saturday).

Required Qualifications:

- J.D. from an ABA-accredited law school.
- ALA-accredited Master's of Library Science (or equivalent) degree.
- Familiarity with new technologies including, but not limited to, major social media platforms, multimedia, presentation tools, mobile devices and applications.
- Strong service attitude with ability to work both independently and collegially.
- Knowledge of legal bibliography & electronic legal information resources.
- Strong organizational skills and ability to accommodate multiple priorities.
- Excellent interpersonal and communication skills as well as strong customer service orientation.

Lincoln Memorial University

Lincoln Memorial University invites applications for the position of Student Services Librarian for the Duncan School of Law in Knoxville, Tennessee. The Student Services Librarian acts as the library liaison to the Lincoln Memorial University Law Review, The Duncan School of Law Moot Court Board and other student organizations at the law school. Provide reference assistance, legal research instruction and collection development in a library comprised mostly of digital legal and non-legal information. Provide reference and research in support of public services of the Lincoln Memorial University Law Library and teaching responsibilities in the Lawyering Skills program. May require weekend or evening hours on a rotating basis.

Qualifications; Required: M.L.S. (or equivalent) from an ALA accredited program, J.D. from an ABA accredited law school. Preferred: Law Review or electronic publishing experience and teaching experience. A strong interest in teaching legal writing. Review of applications will begin immediately.

Reference/Student Services Librarian, North Carolina Central Univ. School of Law

Responsibilities. The Reference/Student Services Librarian is responsible for identifying the research needs of law student body and planning services to meet those needs. This includes: Coordination of the development and maintenance of a series of research guides and bibliographies; Participation in the evaluation of software and web resources to improve the delivery of research aides; Planning events and workshops for law students that enhance their research skills; Serving as a library liaison for the Law School's two journals, providing training and research support to their members.

With the Faculty Services Librarian, coordinating training for faculty research assistants. Assessing students' research needs and satisfaction with library services annually through surveys and focus groups and managing the library's study skills and bar review collections.

The Reference/Student Services Librarian is also 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 to an assigned group of faculty members; 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. The Reference/Student Services Librarian teaches in the first year legal research and persuasion courses and performs other duties as assigned.

Qualifications. The successful candidate will have a JD from an ABA approved law school and an MLS from an ALA accredited institution. A minimum of two years experience in an academic, court or law firm library and a demonstrated record of providing sophisticated research assistance to faculty or attorneys are preferred but entry level candidates with internship experience will be considered. Candidates must also 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. S/he 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.

Pepperdine

Senior Research & Student Services Librarian

Student Services Responsibilities –

- Managing Lexis and Westlaw ID's for faculty and students
- Keeping abreast of new developments in student services programs
- Performing ongoing assessments of our student services programs and services in order to refine and improve our programs and services
- Managing special needs of visiting/transfer/joint degree/LLM students
- Coordinating and communicating with the other librarians and the IS Department regarding new technologies and resources
- Coordinating matters relating to first year LRW classes, such as scheduling library tours, insuring that in-library exercises are up-to-date and making sure that the reference team is apprised of key dates for the LRW program
- Working with the other Pepperdine libraries on special needs of non-law Pepperdine students and faculty
- Meeting with SBA President on library services for students

Student Services Librarian - Charles B. Sears Law Library, SUNY Buffalo Law School

The University at Buffalo Libraries seeks applicants for the position of Student Services Librarian in the Charles B. Sears Law Library. This is a faculty appointment with rank leading to tenure in an academic research-oriented environment. The Charles B. Sears Law Library has a collection of close to 600,000 volumes and volume equivalents and serves the research needs of the University at Buffalo Law School, the University community, surrounding colleges, the local bar and bench, and the general public. The Law School, with approximately 700 JD and LLM students and 50 full-time faculty members, has a strong tradition of interdisciplinary scholarship.

The Student Services Librarian develops and coordinates programs and services to enrich the law student experience, promotes library services through student events and social media, oversees the Law Library's Passport Acceptance Facility, and serves as the library liaison to the Buffalo Law Review, the Moot Court Board and other student organizations at the law school. In addition, the Student Services Librarian assesses students' research needs and satisfaction with library services annually through surveys and focus groups.

The incumbent provides reference assistance, collaborates with the Head of Collection Management and the Head of the Koren A/V Center to manage the library's study aids collections, and coordinates the upkeep of existing and the development of new LibGuides. The Student Services Librarian may participate in providing legal research instruction in the Legal Analysis Writing and Research Program and other law school courses.

The incumbent will assist law students with curriculum related projects that involve multimedia productions including video and audio production work. Duties will include teaching the fundamentals of digital video and audio production and editing; presentation of productions; and integration of productions within other media such as the embedding of a video in PowerPoint presentations. If necessary, on-the-job training will be provided for media services responsibilities.

The Student Services Librarian must be available to work evening and weekend reference shifts on a rotating basis. This position reports to the Director of the Law Library.

Minimum Qualifications:

- A J.D. from an accredited ABA Law School and a Master's degree in library and information science from an ALA-accredited institution
- Minimum of 1 year of full-time professional employment in an academic law library
- Sound knowledge of legal systems, legal bibliography, and strong legal research skills
- Demonstrated experience using mobile devices, social networking, and other forms of technology to deliver information services
- Advanced computer skills and the ability to learn new technologies quickly
- Strong and effective interpersonal, oral and written communication, analytical, and organizational skills
- Demonstrated capacity to work effectively and collegially with faculty, students, and staff
- Strong service orientation with the ability to provide exceptional service to a diverse clientele
- Creative capacity to foster and manage change
- Demonstrated ability to meet the University at Buffalo's promotion and tenure standards in librarianship, research, service, and outreach

Salary Range: \$58,000 minimum, commensurate with qualifications and experience

Texas Tech University School of Law Library

Reference & Student Services Librarian - LAW LIBRARIAN

The primary duties of the **Law Librarian** are to act as the Law Library's primary point of contact for reference and outreach involving students; coordinate and provide reference services via the mobile reference podium and electronic chat service, including some rotation of evening and weekend reference coverage; administer, coordinate, and teach in the Law Library's Excellence in Legal Research (ELR) Program, including drafting and updating course justifications, learning outcomes, hypotheticals, and other policies for classes; provide and staff table displays, marketing the Law Library's databases and ELR Program; participate in the faculty liaison program; and develop and maintain the Law Library's electronic resources webpage. This Librarian must show scholarly promise, as evidenced by publications in scholarly journals, scholarly works in progress, or a scholarly agenda. The position is a full-time, 12 month, tenure-track position.

Major/Essential Functions

- Must show scholarly promise, as evidenced by publications in scholarly journals, scholarly works in progress or a scholarly agenda.
- Provide professional service.
- Provide dynamic and proactive support to the Law School students' research and learning endeavors through excellent customer service.
- Coordinate and provide reference services via the mobile reference podium and chat service.
- Administer, coordinate, and teach in the Excellence in Legal Research (ELR) Program.
- Develop student extracurricular instructional activities.
- Provide timely communications to students concerning Law Library activities.
- Develop instructional and outreach programs for students.
- Communicate timely communications to students concerning Law Library activities.
- Develop, update, and present law school departmental brochures and bibliographies.
- Develop and maintain the Law Library's electronic resources page.
- Create awareness about portions of the Law Library's website which contribute to student services.
- Assist with overseeing the implementation and marketing of, and training of librarians and students to use the Library's chat reference service.
- Perform tasks related to electronic resources for 1L Orientation.

- Once hired, faculty members are evaluated and advancement is determined by contributions in teaching, research, and service.

Occasional Duties

- Participate in collection development and selection.
- Serve on Law Library, Law School, and other committees (or teams) as appointed.
- Perform other duties as assigned.

Qualifications

A master's degree from a program accredited by the American Library Association or from a master's level program in library and information studies accredited or recognized by the appropriate national body is required. Law Library Faculty are required to hold a Juris Doctor (JD) from an accredited American Bar Association program or a nationally recognized equivalent program. This appointment anticipates distinct ability as a teacher with adequate educational and professional experience in the area(s) of specialization. The candidate should be well-qualified to establish a productive pattern of professional performance in the areas of teaching, research or creative activity, and service with a promise of additional growth. This position will be classified as Security Sensitive and require a criminal background check if selected for employment.

Preferred Qualifications

- Law Library experience.
- Experience in teaching, delivering legal reference service, and managing electronic resources.
- Service-oriented experience demonstrating a strong interest in outreach activities involving students and faculty.
- Interest in innovative techniques in making electronic resources available to patrons.
- Substantial knowledge of traditional legal bibliography as well as legal electronic resources.

D'Angelo Law Library
The Law School
The University of Chicago

Student services focused bullet points from **Coordinator of Instruction and Outreach & Lecturer in Law**

- Manages the instruction program for the Law School student community in collaboration with the Associate Law Librarian for User Services, reference librarians, faculty and administrators. Coordinates, plans, and participates in orientation programs for new law students, librarian instruction in the Bigelow program [first year LRW program], legal research training for LLM students, and other D'Angelo instruction and learning opportunities. Serves as an instructor for legal research in the Bigelow program, teaches a section of the Advanced Legal Research course, teaches other research sessions and gives tours;
- Develops and participates in outreach activities to law students and law student organizations, including reference services for the student-edited journals and embedded librarian programs; manages the D'Angelo social media presences; with the Associate Law Librarian for User Services, establishes the D'Angelo Law Library Student Advisory Board each year and meets and collaborates with the Board, ensuring that it serves as an effective voice in providing student feedback on Library programs.
- Works collaboratively with the Associate Law Librarian for User Services, D'Angelo colleagues and the Dean of Students to promote and ensure law student success in using Library services and resources;
- In collaboration with the Associate Law Librarian for User Services, oversees the design, delivery, management, and assessment of D'Angelo instruction and outreach programs; maintains instruction and outreach statistics;

University of Georgia

Student Services Librarian

15% of the duties for this position are defined as the following:

Task/Responsibility: Co-ordinate Student Services

Work Standard:

- Develop and implement activities and programs for law students, both to enhance learning and to improve perceptions of the law library.
- Serve as primary liaison between the law library and the student body.
- Regularly design and utilize survey instruments to measure student satisfaction with the library and to solicit suggestions for library improvement. Job posting