

## Job Description

<b>Title:</b> Reference Librarian and Outreach Coordinator
<b>Department:</b> Public Services
<b>Reports to:</b> Associate Director
<b>Date:</b> October 12, 2010

### SUMMARY:

Works as a team member providing reference and research services in law and law-related disciplines, via print and electronic formats, to law faculty and students, the greater university community, and the public. Participates in reference desk rotation. Serves as liaison to a number of law faculty and provides reference and research services in support of their teaching and scholarship. Develops and teaches legal research courses in the law school curriculum, and teaches electronic and print legal research classes to students and the university community. Coordinates and takes a leading role in the outreach activities of the department and library.

### ESSENTIAL FUNCTIONS:

- Provide coordinated research services to law faculty members through the library's faculty liaison program. Responsibilities include, but are not limited to: preparing bibliographies, facilitating current awareness services, fact-checking, identifying relevant books and articles
- Participate in the development of instructional materials in legal research, including print and/or web-based tutorials, course sites, and research guides
- Teach Advanced Legal Research courses on a regular basis
- Teach electronic print and legal research classes to other university students and faculty, or outside groups
- Actively contribute to the planning, development, and provision of instruction and reference services
- Participate in reference desk rotation, including evening and weekend shifts
- Initiate, coordinate, promote and publicize library services and programs that support faculty and students
- Take a leading role in the outreach and communication activities of the library. These may include: coordinating publicity for library events; facilitating library participation in law school and university-wide events; exploring the use of satellite research assistance points throughout the law school; and facilitating the use of online tools for outreach
- Develop and coordinate library marketing and outreach materials such as, displays, exhibits, brochures, and other print-based media.
- Collaborate with all library departments to coordinate outreach activities
- Create and maintain the library's social media presence (including blog, Facebook, and Twitter) to reach law students and faculty, the broader campus community, and the public
- Cultivate relationships with appropriate groups (e.g., student groups, faculty, law school departments, University Libraries) to develop, coordinate and implement outreach activities and promote library services
- Engage the law school community to become more active and involved users of the library

- Identify opportunities for the delivery of new services
- Promote the value of the library's services and content to the law school and university communities
- Provide leadership and vision as the library investigates and experiments with emerging technologies that could strengthen library services and collections
- Provide documentation of library events, exhibits, operations, collections, etc.
- Compile and distribute the library newsletter
- Make library activities and accomplishments known to the larger law librarian community
- Other duties as assigned

#### **ADDITIONAL RESPONSIBILITIES**

- Actively continue ongoing professional development, including maintaining a high degree of expertise in many facets of research service including information technology, knowledge of legal and law-related information sources, and instructional methods

#### **QUALIFICATIONS, KNOWLEDGE, SKILLS AND ABILITIES:**

- Master's degree in Library and Information Science and J.D. from accredited institutions
- Excellent interpersonal, written, and oral communication skills
- Demonstrated interest and proficiency in computer applications for legal research
- Demonstrated ability and desire to teach Advanced Legal Research courses
- Demonstrated competence in delivering legal research and reference services
- Demonstrated understanding of the information needs of faculty and students
- Familiarity with concepts and goals of information literacy
- Knowledge of current information technologies and publishing formats
- Firm commitment to law librarianship and to a high level of outreach services
- Strong service orientation
- Familiarity with new and emerging technologies as they relate to information literacy and library services
- Commitment to continuous improvement and innovation
- Ability to work with initiative and flexibility in order to respond to changing information needs
- Evidence of professional initiative

#### **REPORTING RELATIONSHIP AND SUPERVISORY RESPONSIBILITIES:**

- Reports to the Associate Director
- Supervises none