Harvard Law School
Job Description

<table>
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<tr>
<th>Title: Research Librarian &amp; Outreach Coordinator</th>
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<tbody>
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<td>Department: Research, Curriculum, and Publications</td>
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<td>Grade: 57</td>
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<td>FLSA status: Exempt</td>
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<td>Reports to: Manager, Research Services</td>
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<tr>
<td>Revised Date: November 2009</td>
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**SUMMARY:**

Under the general direction of the Manager for Research Services, this position provides research advice and support to HLS faculty, students, and staff. Serve as a liaison to specific faculty members, coordinating their library and research services. Responsible for interpreting and implementing policies and procedures with regard to the level of research service provided to various patrons, deciding how best to approach and carry out a research project and the like. Coordinate and take a leading role in the outreach activities of the department and library. Works as a team member providing reference and research services in law and law-related disciplines, via print and electronic formats, to faculty and students of Harvard Law School, and to a broader research community.

**ESSENTIAL FUNCTIONS:**

- Provide coordinated research services to Harvard law faculty members, including preparation of bibliographies, facilitation of current awareness services, fact-checking, identifying relevant books and articles, preparing faculty research portals, etc.
- Manage research inquiries by phone, email and in-person
- Take a leading role in the outreach and communication activities of the department. 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 point throughout the School, using tools such as Facebook, Twitter, and chat reference to reach out to the HLS community and beyond, and facilitating the use of websites, portals, and course pages as outreach tools
- Teach legal research concepts and skills to law students both formally, in library workshops and the law school’s Legal Research and Writing course, and informally during research consultations
- Participate in the development of instructional materials in legal research, including print and/or web-based tutorials, course sites and research guides
- Serve as liaison to selected HLS journals, providing training, resources and article-specific advice; coordinate research services for journal groups
- Serve as liaison to selected HLS program of study, providing training, resources and article-specific advice; coordinate research services for journal groups
- Liaise with other HLS departments, Harvard libraries, and other appropriate groups to develop and implement outreach activities and promote library services
• Provide individual research consultations by appointment to faculty and students

ADDITIONAL RESPONSIBILITIES:

• May contribute 20% time to other functional areas of the Library
• Participate in orientation and training for new reference department staff
• Serves on local and University-wide committees, and participates in the intellectual life of the School
• Actively continues 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:

• Masters degree in Library Science from an ALA accredited institution.
• ABA accredited JD highly preferred, or 3-4 years experience working in Reference as an Academic Law Librarian
• Teaching experience.
• Strong information technology skills, especially familiarity with web-based repository hosting systems and legal research information sources
• Excellent written and interpersonal communication skills, possession of a sound service philosophy, and demonstrated ability to successfully manage multiple projects and deadlines.
• Ability to work both independently and as a team member in a fast-paced environment

REPORTING RELATIONSHIP AND SUPERVISORY RESPONSIBILITIES:

Reports to the Manager, Research Services

Supervises none

The duties listed above are intended only as illustrations of the various type of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

APPROVED BY:
Human Resources Officer:

Department Head