



**ACADEMIC LAW LIBRARIES
SPECIAL INTEREST SECTION**



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.

HARVARD

RESEARCH LIBRARIAN AND STUDENT SERVICES COORDINATOR

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.

JOHN MARSHALL LAW SCHOOL

INSTRUCTIONAL AND STUDENT SERVICES LIBRARIAN

The Louis L. Biro Library at The John Marshall Law School seeks a creative and energetic Instructional



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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



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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.

STUDENT SERVICES AND DIGITAL RESOURCES LIBRARIAN

Job Description

Responsible for providing services to law school students, LMU Law Review, LMU Law Moot Court Board and other student organizations at the law school as well as supporting Career Services and Academic support. Provide reference assistance, legal research instruction, and collection development in a library comprised mostly of digital and non-legal information. Implementing, maintaining and providing access to digital resources for the law library, managing virtual reference technologies, and managing the library's LibGuides and website content.

Required Qualifications

M.L.S. (or equivalent) from an ALA-accredited program completed or in progress; J.D. from an ABA-accredited law school, or equivalent.

Preferred Qualifications

Legal Research and Writing instructional experience and experience in an academic law library.

Campus: Duncan School of Law

Job Duties

- promote the mission of Lincoln Memorial University to all faculty, staff, students and to the community at large;



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- promote effective working relationships among faculty, staff and students;
- Leads library efforts to select, implement, maintain, and provide access to electronic resources, including collaboration with campus libraries and consortia.
- Manages methods of user authentication for access to electronic resources, including passwords for traditional aggregated database services and IP address recognition systems for many other resources;
- coordinates systems and access points for remote users.
- Establishes vendor relationships and otherwise maintains awareness of resources to monitor;
- subscribed content changes; MARC records; and alternative access to content.
- Leads review of electronic resource licenses, manages license compliance issues, and evaluates resource usage based feedback, web analytics, and vendor-supplied statistics.
- perform traditional and virtual reference services for students, faculty and staff, to provide bibliographic instruction, and to develop research guides and content for the law library's LibGuides and webpage.
- teach in the Lawyering Skills program.
- Other duties may be assigned on an as need basis.

NORTH CAROLINA CENTRAL UNIVERSITY SCHOOL OF LAW

REFERENCE/STUDENT SERVICES LIBRARIAN

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;



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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 selfstarter, 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 AND 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

CHARLES B. SEARS LAW LIBRARY, SUNY BUFFALO LAW SCHOOL

STUDENT SERVICES LIBRARIAN



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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



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- 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 AND 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



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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



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- 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 UNIVERSITY OF CHICAGO SCHOOL OF LAW

STUDENT SERVICES FOCUSED BULLET POINTS FROM COORDINATOR OF INSTRUCTION AND OUTREACH AND 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 – Coordinate Student Services



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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

ST. JOHN'S SCHOOL OF LAW

REFERENCE AND ACCESS SERVICES LIBRARIAN

The St. John's Law School Rittenberg Library seeks applications for the position of Reference & Access Services Librarian. Reporting to the Associate Dean for Library Services, the Reference & Access Services Librarian will join a service-centered team re-envisioning the role of the law library in a strong and vibrant law school community. The Librarian is responsible for providing comprehensive access services to the space and resources of the library and is a member of the Reference team, whose members collaborate closely to provide reference services and legal research instruction.

Responsibilities

- Provide extensive reference and research services to law faculty and students, both at the reference desk and through a liaison program.
- Train and supervise the Library's Access & Collection Services staff and student employees to provide comprehensive access and collection services to the entire law school community.
- Oversee resource sharing and document delivery services.
- Oversee circulation services, including course reserves and stacks maintenance.
- Participate in the preparation and delivery of legal research instruction.
- Serve as one of the liaisons to the student-edited law journals.
- Serve as liaison to legal research resource vendors, including Westlaw, Lexis, and Bloomberg Law.
- Identify, evaluate, and recommend the purchase of new print and digital legal research resources.
- Coordinate student services outreach and initiatives.
- Participate in administration of the institutional repository with specific emphasis on student scholarship.
- Collaboratively evaluate and realign the government documents collection to meet the needs of the institution.
- Manage projects and participate as a team member in projects managed by the Library Director



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and other Libraries.

- Foster strong working relationships with colleagues both at St. John's and in other libraries.
- Work together with all Library team members in carrying out the long and short-term goals and objectives of the Library and the Law School.

Minimum Qualifications:

- J.D. from ABA approved law school; M.L.S. from ALA accredited library school.
- Knowledge of legal materials and current research methods, along with strong legal analytical skills.
- Demonstrated exceptional written and oral communication skills.
- A strong work ethic and commitment to excellent service.
- Demonstrated ability to work effectively, both independently and collaboratively, within a collegial environment.
- Experience managing staff and/or student employees.
- Commitment to engage in professional development activities and opportunities.
- Adept in the use of the Microsoft Office Suite and other standard business and academic applications.
- Ability to combine the pursuit of excellence with a spirit of kindness and collaboration.

Preferred Qualifications:

- Two or more years of experience in a law library reference department with demonstrated legal research and reference expertise.
- Experience coordinating and managing interlibrary loan and document delivery services
- Experience working with new and emerging technologies or a strong interest in integrating appropriate technology into instruction.
- Proficiency with Lexis, Westlaw, Bloomberg Law, other electronic research resources, and print legal materials.
- Teaching experience.

UNIVERSITY OF MINNESOTA LAW LIBRARY

INSTRUCTIONAL SERVICES LIBRARIAN

Required Qualifications

- J.D. from an A.B.A. accredited law school



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- M.L.S. from an A.L.A. accredited graduate school
- Minimum of three years reference experience in a research-oriented academic law library
- Minimum of two years experience teaching legal research in a law school curriculum
- Evidence of exceptional research competency, including ability to analyze research requests effectively, conduct expert legal and interdisciplinary research, synthesize research results, and deliver a high quality, comprehensive final product
- Evidence of strong teaching and presentation skills
- Evidence of strong written and oral communication skills
- Demonstrated strong service philosophy
- Demonstrated ability to take initiative, and to work independently as well as collaboratively
- Evidence of ability to contribute actively to the law library profession through ongoing scholarly productivity and participation in professional activities

Desired Qualifications

- Experience developing and teaching practice-oriented legal research curriculum
- Experience in law practice and/or in a judicial clerkship
- Experience designing, creating, and implementing curriculum using instructional technologies

About the Job

The Instructional Services Librarian reports to the Reference Administration & Web Services Librarian. Professional librarians are hired under the University of Minnesota Academic Professional and Administrative (P&A) employee classification system which may lead to promotion and continuous appointment based on successful fulfillment of library duties, published scholarship, and professional participation.

Responsibilities

Primary areas of responsibility include leading the Law Library's research instruction program in consultation with the Reference Administration & Web Services Librarian, and providing reference and research assistance as a member of the Library's reference team. The range of research instruction currently provided includes: Practice-Ready Legal Research, a two-credit course, offered in the fall and spring semesters; legal research instruction provided as part of the first-year Legal Research & Writing course; research presentations in upper-level courses with significant writing requirements; and subject-



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specific research presentations.

In consultation with the Reference Administration & Web Services Librarian, the Instructional Services Librarian is responsible for all aspects of teaching the Practice-Ready Legal Research course. The Instructional Services Librarian collaborates with the Law School's Director of Legal Writing and leads the Library reference staff in providing basic legal research instruction for the first-year Legal Research & Writing program. The Instructional Services Librarian develops and coordinates other formal and informal research instruction initiatives in collaboration with the reference staff.

The Instructional Services Librarian is a member of the Law Library's reference team, providing general reference and research assistance to all Library patrons and participating in a rotating reference schedule that includes evenings and some Saturdays. Reference duties include: conducting in-depth research and developing specialized research expertise as needed in support of the scholarship and teaching of the Law School faculty; facilitating research conducted by students including their work on journals, moot courts, clinics, and in seminar courses; preparing and updating Library research guides; and other responsibilities as assigned.

The Instructional Services Librarian represents the Law Library on campus, regional, and national levels, engages in research and scholarship relevant to law librarianship, legal education, or substantive legal subjects, and participates in professional service activities.

LEGAL RESEARCH CENTER UNIVERSITY OF SAN DIEGO

LAW REFERENCE LIBRARIAN – STUDENT SERVICES AND TECHNOLOGY

University Description:

The University of San Diego, a contemporary and engaged Roman Catholic institution, was founded by the Diocese of San Diego and the Society of the Sacred Heart in 1949. Governed by an independent board of trustees since 1972, USD remains committed to a liberal arts education grounded in the Catholic intellectual tradition and the pursuit of truth, goodness and beauty. Inspired by this centuries old tradition of Catholic higher education, the University welcomes people of all faith traditions and any, or no, religious background. The future success of USD relies on the contributions of those who seek to foster the development of engaged global citizens and an earnest confrontation of humanity's urgent challenges.



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Detailed Description:

As a member of the public services and reference teams, provides research and reference services to all LRC patrons. Presents training and instruction in the use of legal research tools in all formats, including teaching legal research in the first year Legal Writing and Research (LWR) classes, seminars, clinics, and advanced legal research courses. Creates and updates training materials, tracks new developments in legal education and practical skills training, and actively participates in the reference team's efforts to provide excellent legal research instruction. Assists in the development, implementation, evaluation, and revision of research and reference services, policies, and procedures. Participates in collection development including the assessment of subscription databases. Oversees and coordinates student services and technology services. Supervises circulation staff and student assistants in the absence of other professional staff. Takes on and oversees projects as assigned.

Duties and Responsibilities:

Technology Services

- Oversees management and content of the LRC's website
- Works closely with electronic services specialist to keep LRC website up to date
- Serves as point of contact for Lexis and Westlaw vendor representatives
- Troubleshoots database access issues in conjunction with vendors and other LRC and campus departments
- Keeps abreast of emerging technologies and informs colleagues about legal technology issues
- Manages the LRC's social media accounts

Reference Services

- Offers reference service during regularly scheduled reference desk hours, including some evening and weekend hours; follows up on responses to inquiries that cannot be completed during shifts at the desk.
- Provides assistance in legal research methods to faculty and students; assists patrons in the use of resources in all formats.
- Serves in rotation on professional development committee and campus library committees as assigned.
- Participates in collection development decisions.

Teaching/Training Services

- Presents training and instruction in the use of legal research tools in all formats, including teaching legal research in first year LWR courses, seminars, and clinics.



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- Teaches advanced legal research classes as assigned.
- Creates and updates training materials.
- Tracks new developments in legal education and practical skills training.
- Actively participates in the reference team's efforts to provide excellent legal research instruction.

Student Services

- Conducts law student outreach, including attending law student events, communicating with student organizations, and coordinating with the Office of Law Student Affairs
- Organizes LRC events to improve student engagement

Research Services

- Conducts research to respond to patron research requests.
- Produces research and informational guides and training materials.

Supervision

- Oversees electronic services specialist's management of the LRC's website.
- Supervises circulation staff and student assistants in the absence of other professional staff.

Job Requirements:

Minimum Qualifications:

- J.D. degree from an ABA-accredited law school
- M.L.S. degree from an ALA-accredited library school, to be completed no later than 6 months after hire date

Preferred Qualifications:

- Website maintenance experience
- Law library experience (academic setting strongly preferred)
- Supervisory experience
- Public services experience
- Reference experience

THE UNIVERSITY OF MISSOURI SCHOOL OF LAW LIBRARY

STUDENT SERVICES OUTREACH LIBRARIAN

The University of Missouri School of Law Library seeks a Student Services and Outreach Librarian who will provide excellent library services to the Law School community. The position will be responsible for



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overseeing the Law Library's access services operations and engaging students in many capacities. We seek a creative, energetic candidate who will inspire and guide students in utilizing innovative library resources for their academic and work endeavors. The ideal candidate will be passionate about understanding student legal education, flexible and adaptable to change, a strong problem-solver, a team-builder, and an excellent communicator.

Responsibilities:

- Oversee access services operations including the library systems and personnel supporting circulation and resource sharing services.
- Work with the Associate Law Librarian in the development and implementation of access services policies and procedures.
- Provide reference, research, instruction, and other duties as assigned.
- Cultivate strong working relationships with students, student groups, faculty, and staff.
- Promote and demonstrate library resources including emerging legal technologies.
- Develop and maintain web-based guides and related digital resources to support user education and access to library resources.
- Coordinate effective and strategic marketing of library services, resources, and spaces.
- Contribute Law Library social media content for the Law School communication outlets.
- Develop outreach materials such as displays, exhibits, brochures, and other marketing materials.
- Serve on Law Library, Law School, and other committees (or teams) as appointed.

The successful candidate will bring:

- Strong communication skills. Comfortable and adept communicating face-to-face, in writing, and through social media.
- Effective problem solving, analytical, and organizational skills.
- Excellent interpersonal skills to be a good team member and strong relationship builder.
- Innovative thinking. Contribute and implement ideas for overall library improvement.

Minimum Qualifications

Master's degree from an A.L.A. accredited school of information or library science.

Preferred

J.D. degree from an ABA-accredited law school. Previous relevant experience in a law library.



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Demonstrated interest in law librarianship through a combination of education and relevant experience.
Tech-savvy with library systems and with legal education and law practice technologies.

Equal Employment Opportunity:

Equal Opportunity is and shall be provided for all employees and applicants for employment on the basis of their demonstrated ability and competence without unlawful discrimination on the basis of their race, color, national origin, ancestry, religion, sex, pregnancy, sexual orientation, gender identity, gender expression, age, disability, protected veteran status, or any other status protected by applicable state or federal law. This policy shall not be interpreted in such a manner as to violate the legal rights of religious organizations or the recruiting rights of military organizations associated with the Armed Forces or the Department of Homeland Security of the United States of America. For more information, call the Vice Chancellor of Human Resource Services/Affirmative Action officer at 573-882-4256.

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