ADMINISTRATIVE POSITION ANNOUNCEMENT

TITLE OF POSITION: Head of Reference
DEPARTMENT: Maloney Law Library, Lincoln Center

RESPONSIBILITIES:
● Trains, evaluates, and supervises dual-degreed librarians who provide reference and research assistance to the Fordham Law School community;
● Develops, implements, and evaluates reference department policies, projects, and publications;
● Schedules and manages assistance to law students, faculty and administrators at the reference desk;
● Coordinates the Library Liaison Program and serves as library liaison to a roster of faculty members and administrators;
● Provides in-class research instruction and creates research tools for students and faculty;
● Curates the library’s information resources as a member of the Acquisitions Committee;
● Contributes to library management as part of the library’s Executive Management Committee;
● Participates, as an Adjunct Associate Professor of Law, in introductory and advanced legal research instruction programs;
● Participates in the library’s marketing and communications efforts;
● Participates in library-wide committees and projects;
● Recruits and supervises reference department interns; and
● Reports to the Associate Librarian for Public Services, who may assign additional functions as necessary.

QUALIFICATIONS:
● M.L.S. or equivalent from an A.L.A. accredited library school;
● J.D. from an A.B.A. accredited law school or equivalent non-U.S. law degree;
● Minimum 3 years experience in an academic setting;
● Demonstrated experience in teaching or training;
● Substantial knowledge of print-based and online legal research systems and resources;
● Strong service orientation;
● Excellent oral and written communication skills;
● Demonstrated ability to work both independently and collaboratively in a fast-paced environment;
● Demonstrated commitment to forward-looking library practices and technologies; and
● Ability to work evening, weekend and holiday hours.

SALARY: Commensurate with experience
STARTING DATE: 8/28/18

Email Cover Letter and CV to: Todd Melnick
Director and Clinical Associate Professor of Law
Maloney Library
Fordham Law School
150 W. 62nd St. Law School
tmelnick@law.fordham.edu

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