ADMINISTRATIVE POSITION ANNOUNCEMENT

TITLE OF POSITION: Reference Librarian

DEPARTMENT: Maloney Library, Law School, Lincoln Center

RESPONSIBILITIES:
- Provides extensive general reference assistance to law students, faculty and administrators at the reference desk;
- Serves as library liaison to faculty members and administrators;
- Participates, as an Associate Adjunct Professor of Law, in introductory and advanced legal research instruction programs and in-class research instruction sessions;
- Investigates and implements, as appropriate, new technologies and systems relevant to research services;
- Participates in library’s marketing and communications efforts;
- Participates in collection development activities as a member of the Acquisitions Committee;
- Actively participates in student outreach programs;
- Liaison for online/distance learning students;
- Actively participates in developing and implementing law practice technology programs;
- Contributes to the development, implementation and evaluation of reference and public services policies, procedures and publications;
- Reports to the Head of Reference who may assign additional functions as necessary.

REQUIRED 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;
- 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;
- Ability to work evening, weekend and holiday hours.

PREFERRED QUALIFICATIONS:
- One year of experience in teaching or training;
- Knowledge of and comfort with educational technologies;
- Demonstrated proficiency with technology including one or more of the following: law firm automation, knowledge management, data analysis, web design, social media;
- Internship or practicum in legal research in academic setting;
- Demonstrated commitment to emerging library practices and technologies.

SALARY: Commensurate with experience

FLSA CATEGORY: Exempt

STARTING DATE: ASAP

Email Cover Letter and CV to: Kelly Leong
Head of Reference
Maloney Library
Fordham Law School
150 W. 62nd St. Law School
Kleong4@fordham.edu

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