ADMINISTRATIVE POSITION ANNOUNCEMENT

TITLE OF POSITION/RANK: Reference and Scholarly Services Librarian

DEPARTMENT: School of Law, Lincoln Center

RESPONSIBILITIES:
- Under supervision of the Head of Reference, coordinate ongoing and develop new research services for faculty in the law library.
- Administer the Library Research Assistant pool staffed by up to two part-time student employees.
- Serve as library liaison to the Dean of Research and other faculty as assigned.
- Administer the faculty current awareness program.
- Work with faculty to encourage visibility in institutional repository and SSRN postings, as well as other author profile enhancing services.
- Manage faculty access to Westlaw, Lexis, and Bloomberg Law.
- Work closely with all library departments to ensure faculty needs are being met.
- Provide general reference assistance to law students, faculty, and administrators at the reference desk.
- Participate in collection development activities as a member of the Acquisitions Committee.
- Teach as an adjunct professor in the legal research instruction program.
- Other duties as required.

QUALIFICATIONS:
- M.L.S. or equivalent from an A.L.A. accredited library school is required.
- J.D. from an A.B.A. accredited law school or equivalent non-U.S. law degree is required.
- 1-3 years’ experience in an academic or law library is preferred.
- Proficiency in various types of current technology, as well as interest in new and emerging library applications, legal research platforms, and other relevant technologies is preferred.
- Excellent oral and written communication skills.
- Effective analytical and organizational skills.
- Ability to work evening, weekend, and holiday hours.

SALARY: Commensurate with experience

FLSA CATEGORY: Exempt

START DATE: October 15, 2019

SEND LETTER AND RESUME TO:
Kelly Leong, Head of Reference
Maloney Library
Fordham Law School
150 W. 62nd Street Law School
kleong4@law.fordham.edu

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