ADMINISTRATIVE POSITION ANNOUNCEMENT

TITLE OF POSITION/RANK: Instructional Services Librarian

DEPARTMENT: Law School, Lincoln Center

RESPONSIBILITIES:
- Administers the law library’s instructional programs.
- Guides the development of a robust legal research curriculum in the first-year, advanced, Law Practice Technology, and LL.M. legal research instructional programs.
- Teaches in the law library’s instructional programs as an Adjunct Professor of Law.
- Markets and promotes instructional programs.
- Schedules all for-credit legal research courses along with any required vendor trainings.
- Coordinates ad hoc bibliographic instruction in clinics, doctrinal courses, and externship courses.
- Develops and maintains ongoing training for new and experienced legal research faculty with an emphasis on exploring innovative pedagogical techniques.
- Provides reference assistance to law students, faculty, and administrators at the reference desk via in-person consultation, chat, email, and phone.
- Serves as library liaison to faculty members and administrators.
- Participates in collection development activities as a member of the Acquisitions Committee.
- Reports to the Head of Reference who may assign 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.
- 2-5 years experience teaching legal research in a law school curriculum is required.
- Demonstrated experience implementing pedagogical practices and instructional design theory is preferred.
- Demonstrated experience successfully marketing library programs is preferred.
- A strong service orientation with excellent oral, organizational, and written communication skills.
- Ability to work independently and collaboratively in a fast-paced environment.
- Ability to work evenings, weekends, and holiday hours.

SALARY: Commensurate with experience.

FLSA CATEGORY: Exempt

START DATE: 2/28/2020

SEND LETTER AND RESUME TO: Kelly Leong,
Head of Reference
kleong4@law.fordham.edu

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