

Research Librarian  
University of San Francisco

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<b>Job Title</b>	Research Librarian
<b>Department</b>	N/A
<b>Institution</b>	University of San Francisco San Francisco, California
<b>Date Posted</b>	Mar. 13, 2018
<b>Application Deadline</b>	Open until filled
<b>Position Start Date</b>	Available immediately
<b>Job Categories</b>	Professional Staff
<b>Academic Field(s)</b>	Legal Research & Writing Law - General
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<b>Job Description</b>	

Research Librarian

University of San Francisco

Job Summary:

Under the direct supervision of the Law Library Director, the Research Librarian participates in the law library's extensive teaching programs, with a primary focus on teaching the online course, Taxation Research. Teaching duties will also include furnishing guest lectures in first-year Legal Research, Writing & Analysis (LRWA) courses and teaching introductory classes on online legal research. The Research Librarian will also hire, train, and supervise the law library's pool of law student research assistants, assigning them to faculty research projects and monitoring their performance. The Research Librarian markets and promotes this service to the law school's faculty and is responsible for

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refining and enforcing the program's policies and procedures.

The Research Librarian serves as the library liaison for most of the law school's administrative departments, working under the direction of the Law Library Director to complete assigned research projects for law school administrators. In this role, the Research Librarian will reach out to law school departments to market the law library's research services and also collaborate with them where appropriate on developing new student-centered initiatives, such as developing career-oriented research workshops.

The Research Librarian provides research support to the law library's patrons through in-person consultations and also via phone, text, chat, and email. The Research Librarian participates in the law library's faculty liaison program and covers assigned research desk shifts, including some evening and weekend shifts.

### Job Responsibilities:

Teaches assigned in-person and online legal research courses. May be required to teach consecutive semesters of the online course, Taxation Research (1 unit).

Responsible for all aspects of the law library's student research assistant program, including hiring, training, and supervising law student research assistants working on faculty research assignments.

Serves as the library liaison for most of the law school's administrative departments, furnishing research support to the law school's administration.

Provides guest lectures and presentations on legal research.

Participates in the research desk rotation approximately 10 to 15 hours per week (may include one 5 pm to 7 pm shift per week and several Sunday afternoon research desk shifts per semester).

Serves as library liaison for assigned law faculty, providing research support services.

Collaborates with the research librarian team on the creation and maintenance of online legal research guides.

Performs other duties as assigned by the Law Library Director.

### Minimum Requirements:

A JD from an ABA-accredited law school.

An MLS (or equivalent) from an ALA-accredited graduate program.

Commitment to dynamic, experiential teaching and exemplary research support services.

Legal research proficiency.

Excellent written and verbal communication skills.

Flexibility, resilience, and exceptional interpersonal skills.

Ability to work collegially and cooperatively with library colleagues and across departments.

Strong time management skills.

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A demonstrated commitment to serving a diverse and vibrant community and to the University's mission.

**Additional Knowledge, Skills, and Abilities:**

Prior teaching and academic law library experience preferred.

Prior experience with web publishing platforms, such as LibGuides / Springshare, and lecture capture software (Camtasia, Echo360) preferred.

For information on how to apply, please visit the following link:

[url=http://apptrkr.com/1184876]www.usfjobs.com

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**Contact Information**

Please reference AcademicKeys in your cover letter when applying for or inquiring about this job announcement.

Please see the job description for contact details pertaining to this university job announcement.