

**Evening/ Weekend Reference Librarian**  
**Elon University School of Law**  
**Greensboro, NC**

**Job Description:**

Under the direction of the Associate Dean of Library and Information Services, the Evening and Weekend Reference Librarian participates as a member of the Public Services Department's team of professional librarians in providing reference and instructional services to the Elon University School of Law community. The librarian's duties include but are not limited to:

- Provides extensive general reference and research assistance to law students and faculty
- Develops and teaches online and traditional legal research instructional programs
- Supervises the US Government Documents collection
- Authors research guides for the library's web site
- Actively participates in building the library's print and online collections through participation in acquisitions meetings
- Participates in the development, implementation and evaluation of reference and public services policies, procedures and publications
- In addition, provides general reference, backup to the circulation department on as necessary and other duties as assigned.

**Requirements:**

**Education:**

- M.L.S. or equivalent from an A.L.A. accredited library school.
- J.D. or equivalent from an A.B.A. accredited law school are required.

**Knowledge/Ability**

- Substantial knowledge of both traditional and online legal research systems [such as Westlaw, LexisNexis and web based legal and legally related information] is required.
- Ability to work independently and cooperatively as part of a team in a student oriented environment is vital.
- Ability to communicate effectively in English both orally and in writing.
- Strong service orientation, communication, organizational and interpersonal skills are essential.
- Library work experience.
- Evening, weekend and holiday hours are expected.

**Preferred:**

Academic law library experience.

**Salary:**

Commensurate with experience. Excellent benefits. Professional development funding is available.

See the full job description and apply online at <https://elon.peopleadmin.com/postings/8410>