

Assistant Director for Public Services George Washington University Law Library Washington, DC

Established in 1865, The George Washington University Law School is the oldest law school in Washington, DC. The school is accredited by the American Bar Association and is a charter member of the Association of American Law Schools. The law school is located on the GW campus in the downtown neighborhood familiarly known as Foggy Bottom. The main GW Law complex is located at 2000 H Street, NW, Washington, DC 20052.

The George Washington University Law Library supports the curricular and teaching requirements of the Law School, the research and publication needs of the law faculty, and the study and research needs of the law students; and provides to the scholarly community at large access to a research collection of material about the law and its history. Additional information about the Law Library can be found at, <https://www.law.gwu.edu/library> .

The Law Library seeks a qualified librarian for its Assistant Director for Public Services position to begin as early as May 2, 2022. The librarian in this position oversees the Law Library's Public Services operations, which includes circulation, library access, stacks maintenance, interlibrary resource sharing and document delivery services, and reference and research services.

Please note that initially the librarian in this position will be required to work at the university's Foggy Bottom campus in Washington, DC; the ability to work remotely in the future will be assessed and determined by the supervisor in accordance with Law School and University policies.

Minimum qualifications for this position are a graduate degree in library or information science (e.g., MLS) from an ALA-accredited institution or completion of degree requirements by the time of appointment; a JD, LLB, or LLM from an ABA-accredited institution or completion of degree requirements by the time of appointment; and a minimum of five years of post-graduate degree experience in a law library with a history of increasing responsibility that includes knowledge of legal information sources, research methodologies, and related technologies; and strong managerial, problem-solving, project management, and communication skills.

APPLICATION PROCEDURE: Please see the full job description and complete an online application at <https://www.gwu.jobs/postings/90755> to include uploading a resume and cover letter and providing contact information for three professional references. Review of applications will begin March 28, 2022 and continue until the position is filled. Only complete applications will be considered.

Please note that the University has mandated that all personnel be fully vaccinated against COVID-19 prior to accessing campus for the 2021-2022 academic year.

Employment offers are contingent on the satisfactory outcome of a standard background screening.

The university is an Equal Employment Opportunity/Affirmative Action employer that does not unlawfully discriminate in any of its programs or activities on the basis of race, color, religion, sex, national origin, age, disability, veteran status, sexual orientation, gender identity or expression, or on any other basis prohibited by applicable law.