

Instructional Services Librarian

The George Washington University Law School

Washington, DC

Established in 1865, the George Washington University Law School is the oldest law school in the nation's capital. The Law School is accredited by the American Bar Association and is a charter member of the Association of American Law Schools. GW Law is an urban campus located in downtown DC's Foggy Bottom neighborhood, near to a vibrant mix of museums, restaurants, government and international organizations, the White House, and more. Additional information about the Law School can be found at <https://www.law.gwu.edu>.

The Jacob Burns Law Library at the George Washington University Law School is accepting applications for an Instructional Services Librarian position to begin as early as June 15, 2022. As a member of the library's dynamic, collaborative Innovative Technology Services team, the librarian in this position supports teaching and learning with a focus on utilizing technology for legal pedagogy. This position works to improve student success by embedding the library in online teaching and learning spaces and integrating professional librarians into the face-to-face curriculum.

The 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>.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Promotes the meaningful integration of technology and virtual library resources into the curriculum to improve the student experience; connects library resources with research and instruction
- Develops and delivers programming on technology competencies and provides guidance on building technology competencies into the curriculum
- Identifies and supports solutions to embed the library in online teaching and learning spaces, including the development of library-focused reusable learning objects and modules for course site development
- Supports teaching and learning with a focus on solutions for online learning and utilizing technology for legal pedagogy
- Stays abreast of technology-focused learning trends and best practices in law schools, including technology-related pedagogy as well as technologies used in law practice through attendance at professional conferences, continuing legal education programs, and independent study
- Collaborates with faculty on the integration of instructional technologies into courses; provides support to Law School programs including the development, planning, implementation, creation, and support of teaching with technology
- Partners with faculty, staff, and students to foster and support the use of digital tools and techniques to improve teaching and learning and support faculty with instructional technology integration and innovation
- Collaborates with library colleagues to integrate instructional technologies into the suite of academic support provided by the library
- Coordinates acquisition and access to digital media used for teaching
- Monitors library ticketing system and responds to user inquiries
- Drafts and implements procedures and practices
- Creates and contributes to research guides, bibliographies, instructional recordings, and other finding aids and publications
- May participate in reference and research services, including reference desk duties and the faculty liaison program

- Participates on library, law school, university, and consortia committees
- Performs other duties as assigned

Requirements

MINIMUM QUALIFICATIONS:

- 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
- JD, LLB, or LLM from an ABA-accredited institution or completion of degree requirements by the time of appointment, and
- Minimum of three years of post-graduate degree experience working in law libraries

PREFERRED QUALIFICATIONS:

- Demonstrated basic or general knowledge and understanding of trends and best practices relevant to legal education and legal technology competencies
- Demonstrated knowledge of instructional design theory, online course development, and learning management technologies
- Demonstrated knowledge of teaching technologies for course management such as tools for course assignment, grading rubrics, feedback, and plagiarism
- Demonstrated knowledge of digital media collections including digital copyright management
- Demonstrated ability to promote teamwork and collaboration with the goal of fostering an efficient and positive service role for the library; to form a strong rapport with colleagues, law faculty, and law students
- Experience in providing general legal reference assistance
- Reference experience in a law library environment
- Demonstrated superior customer service skills
- Writing skills and oral communication skills that demonstrate the ability to convey information clearly and accurately with customers, colleagues, and supervisors
- Demonstrated organizational and time management skills
- Demonstrated attentiveness to detail
- Demonstrated ability to work well independently and as part of a team

APPLICATION PROCEDURE: Please complete an online application at <https://www.gwu.jobs/postings/92355> to include uploading a resume and cover letter and providing contact information for three professional references. Review of applications will begin May 26, 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.

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.

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