

Reference/Subject Specialty Law Librarian

The George Washington University Law School

Washington, DC

Description

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 a reference/subject specialty law librarian position to begin as early as June 15, 2022. As a member of the library's dynamic, collaborative Public Services team, the librarian in this position provides both general and subject specialty reference assistance to GW Law faculty, students, staff, and others. The subject specialty for this position encompasses fields of law relating to the Law School's [National Security, Cybersecurity, & U.S. Foreign Relations Law](#) areas of study, which include counterterrorism, immigration and border security, military justice, intelligence, and U.S. law implementing international law. We welcome all - from students near to completing degree requirements to experienced librarians - to consider applying.

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:

- Provides research and reference services to members of the GW Law community and other library patrons
- Performs regular reference desk duties and provides backup reference desk assistance (including weekends and/or evenings), as needed
- Assists patrons in locating and using a variety of print and online information resources relating to general and designated subject specialty areas of law
- Participates in liaison services, which includes providing research and library-oriented curriculum support to GW Law faculty, students, and staff in designated subject specialty areas of study and student-run journals, and other Law School organizations; alerting liaison faculty to current developments in areas of interest through selective dissemination of information; and assisting students participating in co-curricular activities
- Prepares and delivers research lectures for law students and other groups
- Drafts, revises, and contributes to research guides, bibliographies, instructional recordings, and other specialized finding aids and publications
- Maintains expertise in both general and designated subject specialty research techniques and resources through attendance at professional conferences, continuing legal education programs, and independent study
- Participates in collection development activities relating to designated subject specialty areas, which includes selecting new materials, monitoring acquisitions budget and expenditures, reviewing gifts, and periodically reviewing the collection for currency, withdrawal, or relocation of materials
- Conducts library orientations and tours as necessary
- Performs other duties as assigned

Requirements

MINIMUM QUALIFICATIONS:

- Graduate degree in library/information science (e.g., MLS) from an ALA-accredited institution or completion of degree requirements by the time of appointment, and
- JD, LLB, or LLM from an ABA-accredited institution or completion of degree requirements by the time of appointment\

PREFERRED QUALIFICATIONS:

- Experience in providing general legal reference assistance that demonstrates a proficiency with print and online legal resources
- Ability and intention to develop expertise in the designated subject specialty areas
- 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/92573> 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.