

Administrative Technologies Librarian, School of Law

University of Virginia

Charlottesville, Virginia, United States

The Arthur J. Morris Law Library at the University of Virginia seeks a systems-minded technology enthusiast to serve as Administrative Technologies Librarian. This is a new Senior Professional Research Staff position with the classification of Research Scientist reporting to the Director of the Law Library.

The Administrative Technologies Librarian will support the development of administrative technologies and digital access services in the Law Library and develop innovative strategies for managing information across an array of library and office applications. This Librarian will work closely with the Director in managing administrative information and devising technology-enabled solutions for workflow optimization, with the Head of Digital Scholarship and Preservation in managing Drupal-based repositories, and with the Web Services Librarian in collaboratively managing the Law Library's websites and e-resources. Though this is predominantly a technical and administrative services position, the Librarian will also join a team of highly skilled law librarians in providing research and reference services to a diverse population of law faculty, students, and staff, as well as members of the University community and the public.

Examples of Duties:

- Support the ongoing development and maintenance of the Law School's Faculty Scholarship Repository, including the creation and management of article-level metadata.
- Employ standard and emerging tools, techniques, methods, and applications to optimize library administrative workflows, processes, and information sharing tools.
- Assist with web services and e-resources management, including retrieval, organization, and analysis of usage data.
- Document workflows and standards related to various library systems, services, and applications.
- Provide research and references services.
- Serve on Law Library committees and teams; may represent the Law Library on committees at the Law School and University level, and of professional organizations.

Requirements:

- Master's degree in information/library science from an ALA-accredited institution.
- Attention to detail and quality of work product with demonstrated task management, organizational, and problem-solving skills.
- Ability to work collaboratively with others to advance the academic mission of the Law School and the Law Library.
- Enthusiasm for learning new technologies and choosing appropriate technological solutions to support changing operational goals and institutional needs.
- Ability to analyze library workflows and to recommend and implement process improvements.
- Strong service ethic, interpersonal skills, and the ability to work with diverse patrons.
- Experience administering websites, Content Management Systems (CMS), or similar database applications.
- Experience with managing structured data for the web (e.g., JSON, JSON-LD, Schema).
- Ability to collect and organize usage data to support decision-making about acquisition and continuation of library resources.

- Knowledge of information sources commonly used in academic and/or law libraries and the ability to effectively use a variety of research methods in responding to patron queries.

Experience with the following is helpful:

- Management of digital scholarship repositories, particularly as a data curator, liaison and advocate, or technologist.
- Archival metadata standards and methods; experience with video archives a plus.
- Drupal development and/or administration.
- Springshare products such as LibGuides.
- Management of workplace administrative software platforms such as Teams and SharePoint, Confluence, or Slack.
- Library management systems, such as SirsiDynix Symphony and BlueCloud Analytics and/or ERM.
- Advanced features of Word, Excel, and Office 365 (e.g., PowerQuery and/or Power Automate) or similar applications, for the creation, organization, and visual representation of data.
- Legal and interdisciplinary research applications, e.g., Lexis, Westlaw, SSRN, HeinOnline, Web of Science, and WorldCat.
- Standard legal citation systems.
- Video production, editing, and/or format migration.

To Apply: https://uva.wd1.myworkdayjobs.com/en-US/UVAJobs/job/Charlottesville-VA/Administrative-Technologies-Librarian--School-of-Law_R0033558

Apply online at <https://uva.wd1.myworkdayjobs.com/UVAJobs>. Search for requisition **R0033558**. Internal applicants must apply through their UVA Workday profile. Complete the application and attach the following:

- Cover letter
- CV/resume
- Names and contact information for three professional references.

***** Please note that ALL REQUESTED documents MUST be uploaded in the resume submission field, and you can combine documents into one PDF. *****

****Applications that do not have all the required documents will not receive full consideration.****

The University will perform background checks on all new hires prior to employment.

Questions regarding the position should be directed to Loren Moulds, Search Committee Chair, at moulds@law.virginia.edu. Questions regarding the application process should be directed to Marcus Rozier, Academic Recruiter hjv5vm@virginia.edu

COVID Vaccination Requirement and Guidelines

Please visit the [UVA COVID-19 Job Requirements and Guidelines](#) webpage prior to applying for current information regarding vaccination requirements and guidelines for employment at UVA.

The University of Virginia, including the UVA Health System which represents the UVA Medical Center, Schools of Medicine and Nursing, UVA Physician's Group and the Claude Moore Health Sciences Library, are fundamentally committed to the diversity of our faculty and staff. We believe diversity is excellence expressing itself through every person's perspectives and lived experiences. We are equal opportunity and affirmative action employers. All qualified applicants will receive consideration for employment without regard to age, color, disability, gender identity or expression, marital status, national or ethnic origin, political affiliation, race, religion, sex (including pregnancy), sexual orientation, veteran status, and family medical or genetic information.