

Georgetown Law Library is looking for two Associate Directors to join our amazing staff. The Georgetown University Law Center is located in a vibrant, historic neighborhood in Washington, DC, just blocks from the Capitol and Union Station.

The **Associate Director for Research and User Services** (JR15238) and the **Associate Director for Resource Management and Technology** (JR15237) are both senior librarians responsible for planning, personnel, and resource management. Both positions report to the Director of the Law Library and assist in the development and implementation of the mission, goals, and broad policy directions for the Georgetown Law Library. Both positions will assume overall responsibility for the Law Library in the absence of the Director.

The **Associate Director for Research and User Services** (JR15238) supervises managers and librarians from five of the Law Library's eleven departments, including those providing reference (US & FCIL), research, access services, and special collections functions.

The **Associate Director for Resource Management and Technology** (JR15237) supervises managers and librarians from five of the Law Library's eleven departments, including those providing collection development, digitization, acquisitions, cataloging, and technology functions.

Both positions receive annual funding and leave for professional development and training. In addition, the Law Library supports administrative leave for scholarly research and writing, and full-time librarians may apply for up to two weeks of administrative leave after one year of continuous service. Librarians may serve in the Faculty Senate and vote in Senate elections.

Applications will be considered on a rolling basis, beginning April 28, 2023. Positions open until filled. Posting, position requirements, and the application process is available on the [Georgetown Career Opportunities Website](#).

- [Posting and Submission Page for Associate Director for Research and User Services \(JR15238\)](#)
- [Posting and Submission Page for Associate Director for Resource Management and Technology \(JR15237\)](#)

Please submit a cover letter and resume as a single PDF document. If you have questions about the position, please contact lawlibcareers@georgetown.edu.

Georgetown University is an [Equal Opportunity/Affirmative Action Employer](#) fully dedicated to achieving a diverse faculty and staff. All qualified applicants are encouraged to apply and will receive consideration for employment without regard to race, color, religion, national origin, age, sex (including pregnancy, gender identity and expression, and sexual orientation), disability status, protected veteran status, or any other characteristic [protected by law](#).