Digital Initiatives Librarian  
Washington & Lee Law Library

Job Description:

Working under the supervision of the Deputy Director of the Law Library, the Digital Initiatives Librarian is responsible for managing and developing our Law Library’s online presence including the website, electronic institutional repository and the annual journal ranking project. In addition, this librarian is part of the reference team providing high-quality reference, research, instructional, and outreach services. This librarian will also teach as part of the 1L Legal Research curriculum.

The W&L Law Library is committed to the development of an inclusive environment and we strive to advance diverse perspectives and approaches in carrying out the mission of Washington and Lee University.

Essential Functions:

- **Public Services & Outreach**
  - Manages library digital initiatives including Scholarly Commons, Law Journal Rankings, website, and LibGuides.
  - Develops and implements strategic initiatives for the Scholarly Commons, including the creation of new collections.
  - Design, develop, and maintain the library’s website, blog, social media, and other related platforms, working collaboratively with law library staff and law school communications as needed.
  - Serves as a member of the law library’s reference team, led by the Deputy Director of the Law Library to provide excellent research and support services to patrons.
  - May assist in password creation, maintenance, and assistance for law library databases.
  - May manage 1-5 student workers.
  - Participates in library outreach initiatives.

- **Teaching & Training**
  - Teaches multiple sections of Legal Research to first-year law students.
  - Develops tools and sources to train patrons on the use of law library and related resources.
  - Works collaboratively with internal and external departments to provide formal and informal legal research training.

- **Collection Management**
  - In collaboration with other librarians, reviews print material, electronic collections and technology tools, and makes recommendations for library acquisition and deselection.

- **Other**
Engages in academic and personal development. Participates in state, regional, and national library associations. Serves as a member of the library, law school, and university committees.

Performs other related duties as assigned.

**Work Schedule:** University office hours are 8:30am - 4:30pm, the department allows for flexibility in creating a schedule that works optimally for both employees and the department.

**Minimum Pay:** $67,000 - Pay commensurate with experience.

**Minimum Qualifications:**

A J.D. from an ABA-accredited school and a M.L.S. or equivalent degree from an ALA-accredited school is required.

The successful candidate will have a firm commitment to a high level of service to faculty and students in a law school environment, as well as a demonstrated ability to contribute to law library innovations while being responsive to the needs of the law school community. Knowledge of BePress Digital Commons, LibGuides, law office technology, and best practices for legal research teaching is preferred. Proficient use of Microsoft Office software is expected. Additionally, the candidate will have excellent interpersonal, communication, and analytical skills and the ability to work effectively with a variety of people. The successful applicant will demonstrate an ability to respond effectively to the changing needs and priorities of the law library and be committed to working collaboratively with others to advance the academic mission of the Law School and the Law Library.

For more information and application instructions, please visit https://wlu.wd5.myworkdayjobs.com/en-US/WLUCareers/details/Digital-Initiatives-Librarian_R650