

# Director of the Law Library and Associate Dean

The University of Miami is among the top research universities and academic medical centers in the nation, and one of the largest private employers in South Florida.

With more than 16,000 faculty and staff, the University strives for excellence, and is driven by a powerful mission to transform and impact the lives of its students, patients, members of the community, and people across the globe.

The University is committed to fostering a culture of belonging, where everyone feels valued and has the opportunity to add value. Through values of Diversity, Integrity, Responsibility, Excellence, Compassion, Creativity, and Teamwork (DIRECCT) the U community works together to create an environment driven by purpose, excellence, community, and service.

## ESSENTIAL DUTIES AND RESPONSIBILITIES

### Law Library Operations

- Directs the long- and short-term budget operations of the Law Library.
- Responsible for all staffing decisions. This includes the hiring and evaluating Law Library employees.
- As the Law Library's chief strategic planning officer, responsible for developing long-term and short-term strategic plans.
- Responsible for approving operational plans that implement the Law Library's strategic plans.
- Responsible for approving the Law Library's Collection Development Policy.
- Responsible for long- and short-term space planning within the Law Library.
- Communicates on a regular basis with the Dean and University Librarian to discuss areas of mutual interest.
- Keeps current with emerging issues and trends in academic law libraries and law schools, particularly emphasizing the application of new technologies to teaching, learning, and research.

### Teaching Responsibilities

- Regularly teach introductory and advanced legal research courses.

## POSITION REQUIREMENTS AND PREFERENCES

- Appropriate graduate education per ABA Standard 603
- Minimum of 10 years law library experience including significant supervisory experience in an academic law library.
- Evidence of excellent teaching skills.
- Ability to work independently and collaboratively.

- Prior experience as an academic law library director preferred.
- Prior evidence of implementing new library technologies preferred.
- Prior experience in space planning at the law school or law library level.

Applications should be submitted using the University of Miami [online portal](#). Questions regarding the application can be emailed to the Appointments Committee, at [AppointmentsCommittee@law.miami.edu](mailto:AppointmentsCommittee@law.miami.edu)

The University of Miami is an equal opportunity/affirmative action employer. Women and minorities are encouraged to apply.

The University of Miami is an Equal Opportunity Employer - Females/Minorities/Protected Veterans/Individuals with Disabilities are encouraged to apply. Applicants and employees are protected from discrimination based on certain categories protected by Federal law. Click [here](#) for additional information.