

Institutional Repository Librarian
Nova Southeastern University
Ft. Lauderdale, FL

NSU Florida has a new opening for an Institutional Repository Librarian. We are looking for someone who might be interested in working with an institutional repository but not necessarily have had any experience in the area. Happy to have someone with experience but interest is enough. This position is part of our Research and Reference team so they will be work with faculty and students and will have the opportunity to teach Advanced Legal Research. The salary for the position is \$68K a year.

The position announcement follows:

Come and work with us at NSU's Shepard Broad College of Law – Panza Maurer Law Library! We are excited to announce that we currently seeking applications for the position of [Institutional Repository and Reference Services Librarian](#). This position plays a key role in showcasing the contributions to legal scholarship of NSU's faculty. The successful candidate will be responsible for all aspects of management and maintenance of NSU Law's institutional repository, including both NSU Law faculty submissions to the NSU Institutional Repository and NSU Law's specific faculty publications repository ("Selected Works"). The successful candidate will also coordinate with senior administration to develop and implement processes to streamline and facilitate law school faculty scholarship submission to the Institutional Repository.

Reporting primarily to the Associate Director of Research and Reference Services, the Institutional Repository and Reference Services Librarian supports the Law Library and College of Law's faculty, students and patrons.

Located in Ft. Lauderdale, FL, Nova Southeastern University (NSU) was founded in 1964, and is a not-for-profit, independent university with a reputation for academic excellence and innovation. Nova Southeastern University offers competitive salaries, a comprehensive benefits package including tuition waiver, retirement plan, excellent medical and dental plans and much more.

NSU is an equal opportunity employer. NSU considers applicants for all positions without regard to race, color, religion, creed, gender, national origin, age, disability, marital or veteran status or any other legally protected status.

Thank you for your interest in a career with Nova Southeastern University. We are excited that you are considering joining us!

Specific Responsibilities

The Institutional Repository and Reference Services Librarian:

1. Maintains the institutional repository, including liaising with College of Law staff and faculty to keep the repository up to date.
2. Assists the Associate Director for Research and Reference Services in coordinating the Law Library Faculty Liaison Program, assisting with their research, teaching and scholarship projects.
3. Provides legal research, reference assistance and instruction.
4. Serves as a reference librarian at the PMLL Reference Desk for approximately sixteen (16) hours per week.
5. Conducts workshops and research instruction on legal research topics.
6. Instructs and supports students and faculty in use of Westlaw, Lexis, TWEN, LMS, and other web and databases resources.
7. Prepares and promotes innovative technology services for library and law school use, assisting law faculty with using these tools to enhance the classroom learning or scholarly communications experience.
8. As required, assists the Assistant Director for Operations and Collections with vendor relations, collection development, cataloguing, and processing materials, including providing collection services for all legal materials.
9. Prepares statistical and other reports as assigned.
10. Serves on local, regional and national law library related organizations and committees.
11. Performs other duties as assigned or required.

It should be noted that to best serve the library's patrons, the Institutional Repository and Reference Services Librarian's responsibilities are not limited to the specific job functions described above. The Institutional Repository and Reference Services Librarian will perform tasks assigned by supervisor(s) and will be available, visible and accessible to faculty, students and patrons.

Marginal Job Functions

The successful candidate should have:

1. Ability to work weekend and evening hours and some holidays is required.
2. Demonstrated experience with technology tools, social networking sites and law library software and databases.
3. Facility with Westlaw, Lexis, other research databases, HTML, CSS, RSS and AV editing software.
4. Advanced knowledge of MS Office, including Word, Excel, PowerPoint and Outlook; database and data entry skills.
5. Decision-making, problem solving and analytical skills.
6. Ability to maintain confidentiality in all aspects of duties and responsibilities.
7. Excellent organization, planning and customer services skills.
8. Excellent written and oral communication skills.

9. Ability to work cooperatively with colleagues and supervisory staff at all levels.

Specific Job Requirements:

The successful candidate will have

1. Juris Doctorate (J.D.) Degree from an ABA Accredited Institution, and
2. Masters of Library Science (M.L.S) Degree from an ALA Accredited Library School (if M.L.S. not yet confirmed, degree must be conferred within one year of hire date).

Desired Experience

The successful candidate should have one (1) to two (2) years of experience providing reference services in a law library.

Salary

\$68,000/year

<https://nsucareers.nova.edu/en-us/job/502647/librarian-technical-services-and-reference-999662>