

**Positions:** Instructor Librarian (19128) &  
Instructor Librarian (19355)

**Location:** Orlando, FL - College of Law

**Full/Part Time:** Full-Time

**Regular/Temporary:** Regular

## **Position Vacancy Announcement**

Florida A&M University College of Law is pleased to announce the acceptance of qualified applications for two **Instructor Librarians (Reference Librarian)**. The incumbents in this position, under the direction of the Assistant Director for Public Services, will serve as part of a reference and research support team that strives to provide the highest quality service to all its patrons while responding to the research needs of our various communities, encompassing the school and university, the general public, and the Orange County Bar Association. The successful candidates will work closely with faculty, as well as other members of the Law School community, in support of scholarly and academic needs.

Located in beautiful and sunny downtown Orlando - one of the most highly sought venues in the southeastern United States - the College is housed in a 160,000 square foot, state of the art facility. Strategically situated in the heart of Orlando's thriving downtown business community, the College of Law lies within walking distance of federal and state courts, major law firms, art galleries and important civic arenas. The College of Law has a current enrollment of more than 400 full and part-time students. The student body ranks as one of the most diverse in the nation. The College of Law boasts a diverse faculty composed of thoughtful and productive scholars from nearly every walk of legal life, including diplomatic, military, and government service, large and small private law practice, international organizations, and the judiciary. Increasing the number of minority lawyers in Florida able to practice law upon passing the bar is central to the College.

## **Responsibilities**

Provides reference services to faculty, students, and staff of the College of Law, as well as to the university community at large, to members of the Bar and to the general public; Assists in the development, promotion, and delivery of educational programs and materials on legal research sources and strategies. Participate in library orientation programs and conduct tours; Develops and maintains the law library institutional repository service; Develops digitization projects as appropriate for the College of Law archive; and performs backup circulation tasks and other duties as assigned.

## **Minimum Qualifications**

Juris Doctor degree from an ABA-approved law school required, graduate degree in Library or Information Science from an ALA-accredited program preferred.

## **Recommended Competencies**

Demonstrated knowledge of technology as it applies in a library setting. Excellent oral and written communication skills. Knowledge of Lexis, Westlaw, and on-line research tools and techniques.

## **Anticipated Salary Range**

Commensurate with experience.

## **Pay Plan**

This is a Faculty position.

## **Conditions of Employment**

Successful candidate is subject to a pre-employment screening which includes a review of criminal records, reference checks and verification of education. An official college transcript, a high school diploma, or other educational documents must be submitted, where applicable, at the time of employment.

Only United States (U.S.) citizens or aliens who have a legal right to work in the U.S. are eligible for employment. Federal law requires proof of your authorization to work in the United States. You will be required to provide proof of your identity and employment eligibility within three (3) days of employment.

Section 110.1128, Florida Statutes, prohibits employment by the State (including re-hire after a break in service) of any male born after October 1, 1962, who failed to register with the Selective Service System, under the provisions of the U.S. Military Selective Service Act, during the person's period of eligibility (ages 18 through 25). Additionally, if currently employed by the State, this law prohibits the promotion of such person. You may be required to provide documentation.

## **How To Apply**

Applicants are required to complete the [online](#) application with all applicable information. Applications must include all work history and education details even if attaching a resume. If you are a current FAMU employee, you must apply through Self Service in iRattler. This search is being conducted under Florida law, including the Sunshine law and Public Records law.

## **Reasonable Accommodation**

If you require a reasonable accommodation pursuant to the Americans with Disabilities Amendment Act (ADAA), please contact the Office of Equal Opportunity Programs at (850) 599-3076 at least ten (10) days prior to the start of the event. If you are hearing or speech impaired, please contact the University by calling TDD via FRS (800) 955-8771.

## **Equal Opportunity/Access**

Florida A&M University is an Equal Opportunity Employer including minorities, women, Veterans', and individuals with disabilities.

## **Schedule**

This position includes night and weekend reference coverage.