

Librarian - Technical Services and Reference  
Nova Southeastern University  
Shepard Broad Shepard Broad College of Law  
Panza Maurer Law Library

We are excited that you are considering joining Nova Southeastern University!

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 cares about the health, welfare and its students, faculty, staff, and campus visitors and is a tobacco-free university.

We appreciate your support in making NSU the preeminent place to live, work, study and grow. Thank you for your interest in a career with Nova Southeastern University.

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.

Job Title: Librarian - Technical Services and Reference - 998881  
Location: Fort Lauderdale-Davie, Florida  
Work Type: Full Time with Full Benefits  
Job Category: Exempt  
Hiring Range: Commensurate with experience  
Pay Basis: Annually  
Subject to Grant Funding?: No

**Essential Job Functions:** The first priority of all members of the Law Library team is to serve the Law Library and College of Law's faculty, students, and patrons. Each team member will not be limited by this job description in an effort to assist our constituency, but will perform tasks assigned by supervisor(s). Team members will be readily available, visible, and accessible to faculty, students and patrons, and if unable to answer an inquiry, they will ensure assistance is provided by another member of the Law Library team.

1. Provides legal research, reference assistance and instruction.
2. Provides collection services for all legal materials.
3. Assists the Assistant Director for Operations and Collections with vendor relations, collection development, cataloguing, and processing materials.

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. Participate in the Law Library Faculty Liaison Program, assisting with their research, teaching and scholarship projects.
9. Maintains the institutional repository, including liaising with College of Law staff and faculty to keep the repository up to date.
10. Prepares statistical and other reports as assigned.
11. Serves on local, regional, and national law library related organizations and committees.
12. Performs other duties as assigned or required.

#### **Marginal Job Functions:**

#### **Required Knowledge, Skills, & Abilities:**

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.
10. May be exposed to short, intermittent, and/or prolonged periods of sitting and/or standing in performance of job duties.
11. May be required to accomplish job duties using various types of equipment/supplies, to include but not limited to pens, pencils and computer keyboards.

#### **Job Requirements:**

Required Certifications/Licensures:

Required Education: Juris Doctorate

Major (if required):

### Required Experience:

1. Juris Doctorate (J.D.) Degree from an ABA Accredited Institution and 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).
2. One (1) to two (2) years of experience providing reference in a law library.

### Preferred Qualifications:

Recent experience with integrated library systems.

Is this a safety sensitive position? No

Background Screening Required? No

### Pre-Employment Conditions:

To ensure a safe learning environment for students and staff, as a condition of employment the selected candidate will need to provide proof of a completed COVID-19 vaccination prior to commencement of employment or an approved exemption and reasonable accommodation.

**Sensitivity Disclaimer:** Nova Southeastern University is in full compliance with the Americans with Disabilities Act (ADA) and does not discriminate with regard to applicants or employees with disabilities, and will make reasonable accommodation when necessary.

More information and link to apply is available at <https://nsucareers.nova.edu/en-us/job/502282/librarian-technical-services-and-reference-998881>.