Reference and Instructional Services Librarian
George Mason University, Scalia Law School

The George Mason University Law Library invites applicants for the position of Reference and Instructional Services Librarian located on the Arlington campus. George Mason University has a strong institutional commitment to the achievement of excellence and diversity among its faculty and staff, and strongly encourages candidates to apply who will enrich Mason’s academic and culturally inclusive environment.

Responsibilities:

- Provide reference services to faculty, students, staff, and alumni including general staffing of the reference desk and supervision of part-time reference librarians;
- Plan, organize, and provide legal research instruction to law students; and
- Serve as a library liaison to law faculty, participate in collection development, and perform other duties as assigned.

Duties:

- Plan, manage, and provide legal research instruction to law students:
  - Plan, organize, and provide legal research lectures and hands-on instruction in the first-year Legal Research, Writing, and Analysis (LRWA) program in coordination with the other librarians and the LRWA faculty; prepare teaching materials, tutorials, and student exercises; and attend LRWA and Writing Fellow classes;
  - Assist with First-Year Orientation, including preparation of materials for the orientation packet and legal research instruction during Orientation;
  - Coordinate with the Reference and Outreach Services Librarian to ensure satisfactory planning and provision of instruction in the second-year LRWA program;
  - In coordination with the other law librarians and the Scholarly Writing faculty, ensure satisfactory planning and provision of legal research instruction and assistance to students enrolled in Scholarly Writing;
  - Plan, provide, and promote other research classes for law students.

- Provide legal research services to faculty, students, staff, and alumni.
  - Coordinate reference office coverage with other librarians to ensure that assistance is available during posted hours;
  - Provide reference services to faculty, students, staff, and alumni by telephone, e-mail, and in person;
  - Develop and maintain both print and web-based guides to legal research;
  - Provide tours to faculty, staff, students, and visitors;
  - Make sure that reference statistics are collected and posted on the library’s intranet; and
  - Supervise, and evaluate part-time reference librarians.
• Provide liaison support to law school faculty, including training in the use of print and electronic resources, preparation of bibliographies, and facilitation of interlibrary and document delivery.

• Serve on the Collection Development Committee with other librarians to evaluate, update, and implement collection development policies and identify titles for selection, cancellation, and weeding.

• Other professional activities:
  • Attend professional meetings and conferences; and
  • Participate in Mason committee meetings and work with Mason libraries and librarians, as applicable.

• Perform other duties as required.

George Mason University is an equal opportunity/affirmative action employer, committed to promoting inclusion and equity in its community. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, gender identity, sexual orientation, national origin, disability, or protected veteran status.

For full consideration, apply by July 13, 2018.

Apply online for job number FA723z: https://jobs.gmu.edu/postings/search

Required Qualifications:

• Master's degree in library science from an ALA-accredited library school, and Juris Doctor from an ABA-accredited law school;
• Substantial knowledge of legal bibliography and legal research techniques in both print and electronic formats;
• Reference experience as well as teaching experience in a law library (academic, government, private);
• Excellent written and oral communication skills; and
• Strong service orientation, and the ability to interact positively with law faculty, students, alumni, and colleagues.

About George Mason University, Scalia Law School
George Mason University is an innovative, entrepreneurial institution with national distinction in a range of academic fields. Enrollment is 30,000, with students studying in over 150 degree programs at campuses in Arlington, Fairfax, Loudoun and Prince William. The School of Law is located on the Arlington campus in a modern facility completed in 1999, just a few miles from downtown Washington, D.C.