

Reference Librarian

Georgetown University Law Library

Georgetown University Law Library is seeking applications for a Reference Librarian, based in the Edward Bennett Williams Law Library.

Located in the nation's capital, and within walking distance of the U.S. Congress and the Supreme Court, Georgetown University Law Center is recognized for the quality of scholarship, its renowned faculty, and for its exceptionally talented and diverse student body. Focused on service, excellence, and innovation, it is among the largest academic law libraries in the nation.

Under the direct supervision of the Head of Reference, this position provides extensive reference services to the Law Center's faculty and students by participating in reference desk rotation, individual research consultations, writing research guides, and participating in other law library programs as needed. The Reference Librarian participates in basic and advanced legal research instruction, online training, clinical research instruction, Legal Practice Faculty liaison program for instruction in legal research and writing, journal liaison program, library tours, and other educational programs. The Reference Librarian evaluates and selects materials for the library's collection in assigned subject areas.

Requirements

- J.D. from an ABA-accredited law school or non-U.S. J.D. equivalent; Master's degree from an ALA-accredited school of library and/or information studies or non-U.S. Master's degree equivalent
- Preferably one to three years of professional experience in a law or academic library, and experience with teaching legal research
- Knowledge of legal materials, excellent communications skills
- Experience with legal research materials, including online legal databases
- Awareness of current trends in legal research, library automation and library instructional programs
- Salary is commensurate with experience and qualifications.

Apply

To apply for reference librarian position, please submit applications via the [Georgetown University Careers portal](#) and include a cover letter, a current resume, and the names and contact information for three references. Address applications to Joseph W. Thomas, Acting Director of the Law Library, and include a cover letter, a current resume, and the names and contact information for three references. To receive full consideration, application materials should be received by September 7, 2018.

Georgetown University is an Affirmative Action, Equal Employment Opportunity Employer.

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