

## Position Description

August 16, 2018

### Reference Librarian/Assistant Professor

#### The University of Tennessee College of Law, Joel A. Katz Law Library

Under the direction of the Head of Public Services, the Reference Librarian/Assistant Professor will participate in expanding and improving reference and research services offered to a broad array of patrons. This is a full-time Law Library faculty, tenure-track position with teaching, service, and publication responsibilities.

#### Responsibilities

- Provide extensive reference and research service to law faculty, students, and staff, as well as to the larger university, the legal profession, and the community.
- Teach in the Library's formal and informal research teaching programs, including introductory and advanced Legal Research classes, legal technology seminars, and voluntary non-credit legal research sessions.
- Serve as a library liaison to law faculty, administrators, and committees.
- Collaborate with other librarians to plan and conduct outreach initiatives that facilitate and enrich faculty, student, and attorney use of the Law Library.
- Take an active role in developing and implementing new initiatives to expand and improve services offered by the Law Library.
- Contribute to the development, implementation, and evaluation of Public Services policies, procedures, and publications.
- Participate in faculty governance and administration in the Library, the College of Law, and the University of Tennessee.
- Conduct scholarship, service, and professional activities at the local, regional, and national levels.
- Other responsibilities as assigned.

The Reference Librarian is a member of the Law Library faculty. As a collaborative group, this team shares governance of the Law Library with the Associate Dean for Library & Technology Services and assists with the development and implementation of library strategies, policies, and procedures for delivering services, providing legal information resources, and maintaining a welcoming environment in support of the mission and goals of the library and the College.

#### Required Qualifications

- Either (1) a Juris Doctorate degree from an ABA-accredited law school, or (2) foreign equivalent degree together with an LL.M degree from an ABA-accredited law school;
- An M.L.S. or equivalent degree from an A.L.A.-accredited library school;<sup>1</sup>
- An aptitude for and interest in planning and conducting projects, and in working in a collaborative environment;

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<sup>1</sup> All degrees noted in the Required Qualifications section must be in hand at the time of appointment.

- Demonstrated exceptional written and oral communication skills;
- Aptitude for and skill in digital resources used in libraries and legal education such as Microsoft Office suite, Westlaw, Lexis, and internet research;
- A commitment to excellence in scholarship and service;
- A strong work ethic, service orientation, and commitment to take initiative in expanding and improving library services and outreach.

### **Preferred Qualifications**

- Experience working in a law library;
- Record of scholarship or professional service relevant to law librarianship;
- Experience with educational or legal technologies such as law firm automation, knowledge management, course management software, distance learning technology, or classroom response and evaluation systems.

**Compensation:** Salary is competitive and commensurate with experience, including a comprehensive benefits package.

**Application:** Email a résumé, cover letter, and the names of at least three references to Sibyl Marshall, search committee chair, [sibyl@utk.edu](mailto:sibyl@utk.edu). Review of applications will begin on September 10, 2018 and will continue until the position is filled. Applications received before October 6, 2018 will receive preference.

### **EEO/AA Statement /Non-Discrimination Statement**

All qualified applicants will receive equal consideration for employment and admissions without regard to race, color, national origin, religion, sex, pregnancy, marital status, sexual orientation, gender identity, age, physical or mental disability, or covered veteran status. Eligibility and other terms and conditions of employment benefits at The University of Tennessee are governed by laws and regulations of the State of Tennessee, and this non-discrimination statement is intended to be consistent with those laws and regulations. In accordance with the requirements of Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act of 1990, The University of Tennessee affirmatively states that it does not discriminate on the basis of race, sex, or disability in its education programs and activities, and this policy extends to employment by the University. Inquiries and charges of violation of Title VI (race, color, and national origin), Title IX (sex), Section 504 (disability), ADA (disability), Age Discrimination in Employment Act (age), sexual orientation, or veteran status should be directed to the Office of Equity and Diversity (OED), 1840 Melrose Avenue, Knoxville, TN 37996-3560, telephone (865) 974-2498. Requests for accommodation of a disability should be directed to the ADA Coordinator at the Office of Equity and Diversity.