

Assistant Dean of Legal Information Services

Washington and Lee University School of Law

Reporting to the Dean of the Law School, the Assistant Dean of Legal Information Services manages all aspects of the operation of the Wilbur C. Hall Law Library in a manner that supports the mission of the Law School. While this is an administrative appointment, the Assistant Dean will also hold faculty rank and the title of Professor of Legal Research; teaching one or more legal research courses annually as needed.

The Assistant Dean of Legal Information Services manages all aspects of the operation of the Wilbur C. Hall Law Library in a manner that supports the mission of the Law School. Specific responsibilities include the following:

- Works with the Dean to establish objectives of the Law Library that best support the research, teaching, and programmatic needs of the Law School community.
- Promotes a positive and creative work environment while undertaking supervisory functions relating to hiring, performance review, and professional development.
- Establishes budgetary priorities for the Law Library in a manner that maximizes the benefit of library resources.
- Creates and maintains print and digital collections appropriate to the mission of the Law School.
- Oversees the management and development of innovative digital initiatives, including an institutional repository and the widely recognized W&L Law Journal Rankings.
- Manages the Law Library's physical space to maximize the benefit of this resource for the Law Library and the Law School more broadly.
- Collaborates with the University librarian on a range of administrative matters to leverage University resources and to promote efficiency in the delivery of library services across the entire University.
- In addition to managing the Wilbur C. Hall Law Library, the Assistant Dean of Legal Information Services will hold the title of Professor of Practice. In this capacity, the Assistant Dean will teach one or more legal research courses, including the first-year legal research course and advanced legal research, as needed. Additionally, the Assistant Dean may teach a doctrinal course in an area of expertise subject to need and feasibility.

Qualifications

The Assistant Dean will hold a J.D. degree from an ABA-accredited law school and a M.L.S. or equivalent degree from an ALA-accredited institution. Additionally, the Assistant Dean will have considerable experience in law library administration, including personnel management and management of financial resources.

In addition to possessing strong supervisory, communication, and leadership skills, preferred candidates will have an appreciation for the changing roles of law libraries in legal education and a willingness to continue the Law Library's record of innovation in deploying resources in a manner that best serves the needs of the students, faculty, and other members of the Law School community.

Questions regarding the search should be directed to Professor Samuel W. Calhoun, Chair of the Library Search Committee at calhouns@wlu.edu.

To view full job description, and to apply online, visit <https://apply.interfolio.com/50846>

Equal Employment Opportunity Statement

Washington and Lee is an Equal Opportunity Employer. As such, we are interested in candidates who are committed to high standards of scholarship, performance and professionalism and to the development of a campus climate that supports equality and diversity in our faculty, staff and student body. Job description requirements are representative, but not all-inclusive of the knowledge, skill, and abilities needed to successfully perform this job. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform essential functions.

Statement of Commitment to Diversity

Washington and Lee affirms that diverse perspectives and backgrounds enhance our community. We are committed to the recruitment, enrichment, and retention of students, faculty, and staff who embody many experiences, cultures, points of view, interests, and identities. As engaged citizens in a global and diverse society, we seek to advance a positive learning and working environment for all through open and substantive dialogue.

About Washington and Lee University

Founded in 1749, Washington and Lee University is named for two men who played pivotal roles in the University's history: George Washington, whose generous endowment of \$20,000 in 1796 helped the fledgling school (then known as Liberty Hall Academy) survive, and Robert E. Lee, who provided innovative educational leadership during his transformational tenure as president of Washington College from 1865 to 1870.