

Law Librarian for Outreach

Description

Emory University School of Law, a top tier law school in the thriving city of Atlanta and the home of the Hugh F. MacMillan Law Library, is seeking a hardworking, creative, and service-based professional to join our team full-time as the **Law Librarian for Outreach**.

The MacMillan Law Library is a vital component of the Emory Law community, with our instruction, research assistance, and student programming being at the forefront. The library currently devotes a significant amount of resources to outreach for our students and faculty and we want to do more. Reporting to the Head of Access Services, the Law Librarian for Outreach will focus exclusively on the library's outreach and marketing efforts and is strongly encouraged to involve themselves in all aspects of the law school community. Some evening and weekend work will be required.

Responsibilities

- Promoting library services to faculty, staff and students;
- Liaising with law school departments and student groups;
- Building and growing library programming;
- Maintaining the library's online presence;
- Producing marketing materials;
- Serving on library, law school and University committees;
- Engaging in professional librarianship activities at local, regional and national levels;
- Assisting with Service Desk operations;
- Other duties as needed.

Qualifications

Required

- M.L.I.S. (or equivalent) from an ALA-accredited institution. Candidates who will complete their M.L.I.S. or equivalent prior to start date will be considered;
- Strong communications skills, including a high comfort level interacting with a wide range of patrons;
- Proven ability to work independently within a framework of assigned responsibilities, as well as the ability to collaborate effectively with others.

Preferred

- J.D. from an ABA-accredited law school or experience working in law library setting;
- Understanding of marketing concepts and best practices, demonstrated either by a degree or coursework in a field directly related to marketing and communications, relevant and significant work experience, or a combination of both;
- Working knowledge of project management skills and concepts;
- Proficiency with website design and graphic design including HTML and related programs;
- Conversational ability in Chinese or Korean.

Salary and Benefits

Salary based on education, qualifications and experience. Emory University offers an excellent benefits package, including an array of retirement plans, courtesy scholarships for employee, spouse and dependent children, and support for professional development and involvement in professional organizations.

Application Procedure

Apply online: <https://faculty-emory.icims.com/jobs/33819/job>

Please include a cover letter, resume, and the names and contact information for three references. Address the cover letter to Search Committee, Law Librarian for Outreach. Applications received by Monday, April 1, 2019 will receive priority consideration. For additional information on the Hugh F. MacMillan Law Library, visit our website at: <http://library.law.emory.edu>.

For questions regarding this position, please contact Kristi Tanner at kristi.tanner@emory.edu.

Emory University is an equal opportunity/equal access/affirmative action employer fully committed to achieving a diverse workforce and complies with all applicable Federal and Georgia State laws, regulations, and executive orders regarding nondiscrimination and affirmative action in its programs and activities. Emory University does not discriminate on the basis of race, color, religion, ethnic or national origin, gender, genetic information, age, disability, sexual orientation, gender identity, gender expression, and veteran's status. Inquiries about this statement should be directed to the Office of Equity and Inclusion, 201 Dowman Drive, Administration Bldg, Atlanta, GA 30322.