

**Reference Librarian / Visiting Professor**  
**Loyola University New Orleans College of Law Library**  
**Position Announcement**

**DESCRIPTION:** The Reference Librarian position has the following responsibilities: Provide reference services to library patrons at the reference desk; assist in staffing/referencing from the circulation desk; serve as library liaison to assigned law school faculty members; provide legal research instruction for College of Law classes; supervise student workers; and other duties as assigned. Involvement in other projects such as systems administration, creating and maintaining legal research guides and tutorials; participating in collection development; assisting with ILL transactions; outreach endeavors; or work on AALL, SEALL, or NOALL committees is also available and will be determined by a candidate's interest, the library's needs, and/or if the candidate is teaching at the time. This position may involve working some evening and weekend hours. The position is a law library faculty position, with a two to three year renewable appointment.

**REQUIRED QUALIFICATIONS:** Applicants should possess a J.D. degree from an A.B.A. approved law school and an M.L.S. or the equivalent degree. Applicants with completion of one of these degrees and substantial completion of the other degree with intent to finish the degree in the near future are eligible and welcome to apply for the position. Applicants should also have at least six months of work experience in a law library; extensive intern/externships would count toward this experience requirement.

**PREFERRED QUALIFICATIONS:** It is preferable that applicants possess substantial knowledge of legal bibliography and legal research techniques in both print and electronic formats; supervisory experience, teaching experience, experience working with an integrated library system; strong technology skills including the use of outreach through social media; knowledge of current trends in instructional and educational technologies; reference desk experience; and are able to demonstrate excellent communication and interpersonal skills.

**ENVIRONMENT:** Established over a century ago, the College of Law follows the Jesuit tradition of strong academic programs, with an emphasis on justice and service to others. Both civil and common law curriculums are offered, through full-time day and part-time evening programs, including five joint degree programs by the law school and are supported by the law library. For more detailed information about the College of Law and the Law Library, see: [law.loyno.edu](http://law.loyno.edu) and [law.loyno.edu/library](http://law.loyno.edu/library) .

**COMPENSATION:** Salary is competitive and commensurate with qualifications and experience. Benefits are those applicable to faculty of Loyola University New Orleans. A description of benefits is available on the Loyola University website: <http://finance.loyno.edu/human-resources/benefits> . Loyola University is an equal opportunity / affirmative action employer.

**APPLICATIONS:** Interested applicants should email or mail a cover letter and resume along with three references to Brian Barnes, Law Library Director – [bcbarnes@loyno.edu](mailto:bcbarnes@loyno.edu) .

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**Proposed Time Split During Normal Fall/Spring Week**

- Reference – 30%
- Circulation – 30%
- Teaching / Other – 25%
- Liaison / Systems – 15%