Assistant Director for User Services  
Northern Kentucky University, Salmon P. Chase College of Law  
Highland Heights, KY

Northern Kentucky University Salmon P. Chase College of Law invites applications from versatile individuals to join us as Assistant Director for User Services for the Salmon P. Chase Law Library, with an anticipated start date of July 1, 2020. This is a full-time, tenure-track, library faculty position, with full benefits. The Assistant Director position involves both library and teaching responsibilities.

*Founded in 1893, the Salmon P. Chase College of Law has provided service to students and the legal community throughout the Commonwealth of Kentucky, Cincinnati, and southwest Ohio for 125 years. Long known as the “The Lawyer’s School,” Chase has served both traditional and non-traditional students throughout its history.* Chase is ABA accredited and a member of the AALS. Interested applicants may find more information about Chase at [https://chaselaw.nku.edu/](https://chaselaw.nku.edu/)

**Responsibilities**
The Assistant Director will

- Manage Circulation and public operations
- Provide reference services to Chase students and faculty, NKU students and faculty, and public patrons
- Handle Interlibrary Loans
- Participate in collection development decisions
- Work with IT and Facilities Management personnel on pertinent issues
- Teach Legal Research (a 2 credit graded course)
- Produce scholarship that meets the College of Law promotion and tenure standards
- Support faculty development with assistance on article submission platforms
- Serve on law school committees as assigned by the Dean of the College of Law
- Represent the Library and/or College of Law in the greater university and in the profession as appropriate.

**Qualifications**

- Masters Degree in Library Science from an American Library Association (ALA) accredited institution
- Juris Doctorate from an ABA accredited law school
- Strong academic record
- Excellent organizational and interpersonal skills
• Ability to work collaboratively
• Excellent communication skills
• Legal reference experience and familiarity with the LibGuides platform are preferred.

To ensure consideration, interested/qualified applicants must submit a cover letter, CV, Masters in Library Science transcript, law school transcript, and a list of three professional to Professor Jennifer Jolly-Ryan at jollyryan@nku.edu. The application period will remain open until the position is filled, but the committee will start reviewing applications on February 17, 2020.

*It is Northern Kentucky University’s policy to ensure equal employment opportunity for all persons and to take the necessary actions needed to recruit, employ, train, promote, and retain qualified faculty and staff, including members of protected groups. Discrimination against any individual based upon protected status, which is defined as age, color, disability, gender, national origin, race, religion, sexual orientation, or genetic or veteran status, is prohibited.*