Research & Reference Librarian
Shepard Broad College of Law, Nova Southeastern University
Davie, FL

Primary Purpose:
Provides outreach and reference services and creates, enhances, and furthers services offered to faculty, students, alumni, the local bar, and the public.

Essential Job Functions:
The first priority of all members of the Law Library team is to serve the Law Library and College of Law's faculty, students, and patrons. Each team member will not be limited by this job description in an effort to assist our constituency, but will perform tasks assigned by supervisor(s). Team members will be readily available, visible, and accessible to faculty, students and patrons, and if unable to answer an inquiry, they will ensure assistance is provided by another member of the Law Library team.

1. Provides legal research, reference assistance and instruction.
2. Provides collection services for all legal materials.
3. Creates and promotes innovative services.
4. Serves as a reference librarian at the Panza Maurer Law Library Reference Desk for approximately 16 hours per week. Occasional weekend and some evening reference hours are also required.
5. Conducts workshops and research instruction on legal research topics.
6. Teaches first year law students to cost effectively use Westlaw and Lexis as well as other electronic and print resources.
7. Prepares user guides, bibliographies, and instructional materials for legal topics, and presentations and articles for legal education.
8. Serves as a member of the Panza Maurer Law Library Faculty Liaison program.
9. Creates library displays.
10. Prepares and promotes innovative technology services for library and law school use, assisting law faculty with using these tools to enhance the classroom learning or scholarly communications experience.
11. Serves on local, regional, and national law library related organizations and committees.
12. Performs other duties as assigned or required.

Marginal Job Functions:
1. Prepares statistical and other reports as assigned.
2. May be asked to train and supervise library-hired student assistants.

Required Knowledge, Skills and Abilities:
1. Ability and willingness to work weekend and evening hours and some holidays.
2. Excellent organization, planning and customer services skills.
3. Decision-making, problem solving and analytical skills.
4. Advanced knowledge of MS Office, including Word, Excel, PowerPoint and Outlook; database and data entry skills.
5. Ability to maintain confidentiality in all aspects of duties and responsibilities.
6. Excellent written and oral communication skills.
7. Ability to work cooperatively with colleagues and supervisory staff at all levels.
8. May be exposed to short, intermittent, and/or prolonged periods of sitting and/or standing in performance of job duties.
9. May be required to accomplish job duties using various types of equipment/supplies, to include but not limited to pens, pencils and computer keyboards.

Required Education
1. Juris Doctorate

Required Experience:
Juris Doctorate (J.D.) Degree from an ABA Accredited Institution and Masters of Library Science (M.L.S) Degree from an ALA Accredited Library School (if M.L.S. not yet confirmed, degree must be conferred within one year of hire date) and one (1) to two (2) years of experience providing reference in a law library.

Preferred Qualifications:
Recent experience with integrated library systems.

Apply at: www.nsujobs.com/applicants/Central?quickFind=85233
If you have any questions about the positions, please contact Alison Rosenberg at ar959@nova.edu or Beth Parker at mparker@nova.edu.