Librarian – Technical Services and Reference  
Shepard Broad College of Law, Nova Southeastern University  
Davie, FL

**Primary Purpose:**  
Provides a range of technical services functions to maintain access to the law library's collection. Responsibilities emphasize vendor relations, collection development, cataloging, and processing materials.

Provides outreach and reference services and creates, enhances, and furthers services offered to faculty, students, alumni, the local bar, and the public. Services emphasize technologically mediated platforms, institutional repository services, web, and LMS outreach.

**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. Assists with vendor relations, collection development, cataloging, and processing materials.  
2. Provides legal research, reference assistance and instruction.  
3. Provides collection services for all legal materials.  
4. Serves as a reference librarian at the PMLL Reference Desk for approximately five (5) to ten (10) hours per week. Occasional weekend and some evening reference hours are also required.  
5. Participate in the Law Library Faculty Liaison Program, assisting with their research, teaching and scholarship projects.  
6. Conducts workshops and research instruction on legal research topics.  
7. Instructs and supports students and faculty in use of Westlaw, Lexis, TWEN, LMS, and other web and databases resources.  
8. 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.  
9. Maintains the institutional repository, including liaising with College of Law staff and faculty to keep the repository up to date.  
10. Serves on local, regional, and national law library related organizations and committees.  
11. Performs other duties as assigned or required.
Marginal Job Functions:
1. Prepares statistical and other reports as assigned.
2. Ability and willingness to work weekend and evening hours and some holidays.
3. May be asked to train and supervise library-hired student assistants.
4. Excellent organization, planning and customer services skills.
5. Decision-making, problem solving and analytical skills.

Required Knowledge, Skills and Abilities:
1. Demonstrated experience with technology tools, social networking sites, and law library software and databases.
2. Facility with Westlaw, Lexis, other research databases, HTML, CSS, RSS, and AV editing software.
3. Advanced knowledge of MS Office, including Word, Excel, PowerPoint and Outlook; database and data entry skills.
4. Ability to maintain confidentiality in all aspects of duties and responsibilities.
5. Excellent written and oral communication skills.
6. Ability to work cooperatively with colleagues and supervisory staff at all levels.
7. May be exposed to short, intermittent, and/or prolonged periods of sitting and/or standing in performance of job duties.
8. 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. Masters Degree, Library Science

Required Experience:
Master’s degree in Library Science (M.L.S.) from an ALA Accredited Library School and one (1) year of experience providing reference in a library and/or technical services/cataloging experience.

Preferred Qualifications:
1. Juris Doctorate (J.D.) Degree from an ABA Accredited Institution.
2. Recent experience with integrated library systems.

Apply at:  www.nsujobs.com/applicants/Central?quickFind=85267

If you have any questions about the positions, please contact Alison Rosenberg at ar959@nova.edu or Beth Parker at mparker@nova.edu.