Library Systems Coordinator
Venable LLP – Baltimore, MD

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More than a law firm, Venable LLP is a network of trusted advisors serving businesses, organizations, and individuals in many of the most important aspects of their work. We know the key to understanding the full spectrum of business and legal options lies in approaching any situation from a diverse set of viewpoints, and we believe that all voices add significant value.

Venable is seeking a Library Systems Coordinator to be responsible for all systems support and training for library resources

**Responsibilities for this role include**
- Administration of all electronic library resources firm-wide including remote access support for all library homepage resources.
- Coordinate training efforts firmwide on library related databases
- Tracking, developing and maintaining usage metrics and analytics for online products and services
- Researching, planning, developing and implementing training for attorneys and reference librarians on new and emerging technologies on a regular basis; providing ad hoc training as needed
- Coordinating, distributing and maintaining firm-wide passwords for systems
- Working with the Technical Services Librarian to develop and maintain all elements of the library homepage, evaluating current information and recommending changes and updates

**Qualifications for this role include**
- Two years of related experience
- Technical skills to monitor system integrity of all library-based products and prepare reports on system status.
- Thorough knowledge of professional library science skills and knowledge of library reference procedures preferred
- Knowledge of research databases including ability to train users on use of research databases or organize vendor training on the same.
Venable holds certain guiding principles central to its hiring and employee development processes. We value integrity, collaboration, professionalism, hard work, and client service at every level. Interested in adding your voice to Venable? We would love to hear from you.

Apply today!

Venable LLP is an Equal Opportunity/Affirmative Action employer, committed to ensuring our workforce reflects America’s diverse population.

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