Instructional & Research Services Librarian  
Washington & Lee University Law Library – Lexington, VA

Description
The Instructional and Research Services Librarian will plan, develop, coordinate, and direct all educational and instructional services provided by the law librarians. These services include, but are not limited to, the Library’s legal research instruction programs, instruction for seminars, clinics, and law journals, and research consultation with individual faculty, students, and scholars in the W&L Law and undergraduate communities. The position will be part of the Law Library’s research team and may include a supervisory role of the Law School’s McThenia Research Assistant program. The position will support the law school's teaching and research missions with a strong focus on experiential education, designed to prepare practice-ready law graduates.

STATUS: Full-time, 12 Month, With Benefits
WORK HOURS: 8:30-4:30 Monday-Friday
FLSA: Exempt
MINIMUM PAY: $62,000 / year. Salary commensurate with experience.

A central aspect of the mission of our Law School is to promote a diverse and collaborative intellectual community. To do so, we continually strive to foster an inclusive campus community, one which recognizes the value of all persons regardless of identity. To further our mission, we are committed to enhancing the diversity of our faculty, staff and student body. In that regard, we welcome candidates from members of communities that are traditionally under-represented in library professions and academia.

Essential and Related Functions:
• Teach two sections of the 1L legal research program.
• Provide one-time research instruction sessions in law school and university classes and individual or group consultations.
• Potential opportunity to develop and teach a specialized legal research course on an advanced topic or participate in teaching Advanced Legal Research.
• Assess current and emerging information and instructional technology, and advise on its appropriate use for legal research, reference, and teaching.
• Serve as the Library's primary resource to assist in integrating new technologies into legal research, instructional, and reference services.
• Generate and/or maintain assessment tools to determine the effectiveness of the instructional services program. Put into place procedures for preserving longitudinal assessment data. Generate reports, as necessary, capturing and explaining that assessment data.
• Provide reference and research services to faculty, administration, and students.
• Serve on the Law Library’s Collection Development Committee and Scholarly Commons Committee.
• Participate in professional organizations and engage in service and scholarly activities at the local, regional, or national levels to maintain professional growth.
• Other responsibilities or tasks as assigned.

**Required Competencies:**

• Strategic Thinking - Keeps the University's strategic objectives in mind when developing and contributing to plans and initiatives for own work group. Is able to explain the link between team goals and the University's strategic direction to work group. Makes informed decisions based on a clear understanding of the impact and consequences involved. Considers key financial factors (e.g., budget, revenue, resources) when making decisions.

• Change Adaptability - Stays focused on own work and responsibilities in a changing work environment. Is able to quickly reprioritize to ensure resources (e.g., work group members, systems, tools, etc.) are in place to achieve change objectives. Responds positively and is supportive of change initiatives.

• Communication and Networking - Articulates thoughts clearly and is able to offer logical arguments to gain acceptance of an idea in a positive manner. Consistently communicates to work group and/or supervisor ensuring that everybody is well informed. Proactively builds informal networks at own level and uses them to drive results within own work group.

• Drive for Results - Seeks to identify specific improvements or opportunities to combine duplicate efforts to increase efficiency. Takes personal responsibility for seeing tasks and assignments through to completion. Sets high standards for work/deadlines and demonstrates a drive to deliver quality work within the allotted time.

• Talent Development - Sets appropriate targets and provides open and constructive feedback to work group. Shares growth opportunities within the University and motivates team to build on the capabilities required to progress. Proactively spends time with work group to build rapport. Actively resolves problems within own work group.

**Qualifications**

*Required Qualifications:*

MLS, MIS, or MLIS from an ALA-accredited institution or equivalent international degree. JD from an ABA-accredited institution. Demonstrated experience in providing reference service or research assistance and support in an academic or law firm (or related environment) library. Demonstrated experience teaching in an academic law school or similar environment. Strong
passion for emerging legal (education) technologies. Demonstrated ability to work both collaboratively and independently in a team environment. Demonstrated ability to meet deadlines and ensure regular workflows. Evidence of strong interpersonal and communication skills, as well as initiative and flexibility.

Preferred Qualifications:

More than two years of experience teaching in an academic law school or similar environment. Experience in empirical research such as data collection and analysis.

Physical Requirements:

- Fingering: Picking, pinching, typing or otherwise working, primarily with fingers rather than with whole hand or arm as in handling.
- Grasping: Applying pressure to an object with the fingers and palm.
- Repetitive motions: Making substantial movements (motions) of the wrists, hands, and/or fingers.

Working Conditions:

- The worker is not substantially exposed to adverse environmental conditions (as in typical office or administrative work).
- Sedentary work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.

Application Instructions

Please submit a cover letter, resume, list of three professional references, and the online application forms.

Review of applications will begin immediately. For full consideration, please apply no later than February 14, 2020.

The anticipated start date for this role is July 1, 2020.

Apply at: https://apply.interfolio.com/72673