

Law Librarian for Research Services

Position Description:

Emory Law, a top-tier law school in the thriving city of Atlanta and the home of the Hugh F. MacMillan Law Library, is seeking an enthusiastic, creative, and service-oriented professional to join our team as a **Law Librarian for Research Services**. We invite candidates with all levels of experience to apply. This is a full-time position and available immediately.

Under the general supervision of the Associate Law Librarian for Research Services, Research Services librarians provide high-quality legal and non-legal reference assistance to law library users including students, faculty, members of the local bar, and the general public. This includes providing classroom instruction in a variety of settings ranging from for-credit instruction to one-off sessions, providing scholarship support for law faculty, interacting with a variety of patron groups while staffing the Reference Desk, and supporting and participating in a variety of outreach programs targeting both students and faculty.

Additional Responsibilities include:

- Staffing the MacMillan Law Library's Hybrid Reference Desk and assisting a variety of patrons in the use of legal research materials in all formats – some evening and weekend hours may occasionally be required;
- Participating in the development and delivery of a variety of Advanced Legal Research for-credit courses;
- Working with student groups, including faculty research assistants, journal students, international students, and law school graduate students, to assist with their library and legal research needs;
- Supporting faculty scholarship by participating in the Library's Faculty Services Program including providing scholarship support and classroom assistance for seminar courses;
- Creating and maintaining online research guides, bibliographies, and other materials that enhance access to legal information;
- Serving on law library and university library committees;
- Engaging in professional development activities, scholarship and service; and
- Performing other associated duties as required.

Qualifications

Required:

- A J.D. from an ABA-accredited law school and an M.L.I.S (or equivalent) from an ALA-accredited institution. Candidates who will complete their M.L.I.S. or equivalent prior to start date will be considered;
- Experience conducting legal and non-legal research in both digital and print formats;

- Strong communication skills; including a high comfort level interacting with a wide range of patrons;
- Demonstrated ability to work independently within a framework of assigned responsibilities, as well as the ability to collaborate effectively with others.

Preferred:

- Experience providing library reference or other type of customer service experience;
- Demonstrable success in teaching or public speaking;
- Desire to participate in professional law librarianship activities at regional and national levels; and
- Foreign language knowledge.

Salary and Benefits:

Salary based on education, qualifications, and experience. Emory University offers an excellent benefits package, including an array of retirement plans, courtesy scholarships for employee, spouse and dependent children, and support for professional development and involvement in professional organizations.

To apply:

Apply online at: <https://faculty-emory.icims.com/jobs/111492/job> and refer to **Job Requisition ID Number 111492**. Please include a cover letter, curriculum vitae, and contact information for three references. Address the cover letter to Search Committee, Law Librarian for Research Services.

Applications will be reviewed as they are received. For additional information on the Hugh F. MacMillan Law Library, visit our web site at <http://library.law.emory.edu>.

For questions regarding this position, please contact Christina Glon at christina.glon@emory.edu.

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Dowman Drive, Administration Building, Atlanta, GA 30322. Telephone: 404-727-9867 (V) | 404-712-2049 (TDD).

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