

The North Carolina Central University School of Law Library is searching for dynamic candidates for a **Reference Librarian position** AND a **Reference & Student Services Librarian position**. Come be a part of a diverse library team at a law school dedicated to diversifying the legal field.

Both positions are members of the NCCU Law reference team who work with other reference staff to provide extensive reference and research assistance to faculty, students, staff, the local bar, and public patrons. This includes providing liaison services and trainings to assigned groups; preparing research bibliographies, user guides, and other research aids; participating in the selection of information resources; developing and marketing library services to faculty and students; teaching a section of the Law Library's Legal Research class, *Introduction to Legal Research*; and performing other duties as assigned.

The Reference Librarian also:

1. Manages the library's faculty research services.
2. Develops and coordinates initiatives, programs, and resources to support faculty research, including monitoring the quality, effectiveness, and timeliness of reference assistance provided to faculty.
3. Trains faculty research assistants.
4. Develops and coordinates training for faculty on the use of databases and library resources.
5. Develops and maintains methods for receiving, distributing, and tracking faculty research and resource requests.
6. Engages the faculty through individualized services and group activities.
7. Maintains the faculty publications list using repository software and develops citation reports and other resources for promoting faculty scholarship.
8. Prepares statistical and other reports which demonstrate the unit's deliverables, progress, and accomplishments.

The Faculty & Scholarship Services Librarian will contribute to law librarianship by participating in professional organizations, publishing, and/or presenting at regional and national conferences.

Required Education and Experience for Reference Librarian Position

A J.D. from an ABA approved law school AND an M.L.S./M.L.I.S. (or equivalent) from and ALA accredited institution. A minimum of three years' experience in an academic, court or law firm library and a demonstrated record of providing sophisticated research assistance to faculty or attorneys are preferred.

To Apply for the Reference Librarian Position:

Apply through the NCCU Jobs website at: <https://jobs.nccu.edu/postings/26670>. Applications must be received by **July 21, 2023**.

The Reference & Student Services Librarian also:

1. Leads the identification of the research needs of the law school student body and plan services to meet students' needs.
2. Leads the evaluation of software and web resources to develop assessment activities focused on student learning outcomes and research competencies.
3. Leads the planning of events, trainings, and workshops that enhance students' research skills.
4. Provides LMS support for students and faculty using TWEN and Lexis Classroom.
5. Supervises and manages reference department student workers.
6. Assesses students' research needs and satisfaction with library services annually through surveys and focus groups.
7. Prepares statistical and other reports which demonstrate the unit's deliverables, progress, and accomplishments.

The Reference & Student Services Librarian is expected to contribute to law librarianship by participating in professional organizations, publishing, and/or presenting at regional and national conferences.

Required Education and Experience for the Reference Librarian Position

A J.D. from an ABA approved law school OR an M.L.S./M.L.I.S. (or equivalent) from and ALA accredited institution with 1-3 years of experience.

To Apply for the Reference and Student Services Position:

Apply through the NCCU Jobs website at: <https://jobs.nccu.edu/postings/26670>.
Applications must be received by **July 21, 2023**.

North Carolina Central University School of Law

Located in Durham, North Carolina, North Carolina Central University School of Law (NCCU Law) is one of six law schools in the United States considered to be a Historically Black College and University (HBCU) Law School. Established in 1939, the primary purpose and mission of NCCU Law when it was created was to provide a legal education for Blacks who otherwise would have been excluded from attending law school. The current mission of NCCU Law is to "provide a quality, personalized, practice-oriented, and affordable legal education to historically underrepresented students from diverse backgrounds to increase diversity in the legal profession." NCCU Law is uniquely dedicated to diversifying the legal profession and being a vehicle for change for people who traditionally may not have had the opportunity to attend law school.

North Carolina Central University, an EEOC/AA employer, complies with the Immigration Reform and Control Act of 1986. All new employees must provide original documents verifying identity and employability within the first three (3) days of employment with the University. Accommodations for applicants who qualify under the Americans with Disabilities Act or Section 503 of the Rehabilitation Act of 1973, as amended, are available upon request.