



LAW The Jacob Burns Law Library

POSITION ANNOUNCEMENT

Assistant Director for Resource Management Services

Established in 1865, the George Washington University Law School is the oldest law school in the nation's capital. The Law School is accredited by the American Bar Association and is a charter member of the Association of American Law Schools. GW Law is an urban campus located in downtown DC's Foggy Bottom neighborhood, near to a vibrant mix of museums, restaurants, government and international organizations, the White House, and more. Additional information about the Law School can be found at <https://www.law.gwu.edu/>.

The George Washington University Law Library seeks a qualified librarian for its Assistant Director for Resource Management Services position to begin as early as September 1, 2023. The librarian in this position oversees the Resource Management Services operations, which comprises Acquisitions & Continuing Resources, Cataloging & Metadata, and Library Management Systems (e.g., OCLC, ILS). Resource Management Services provides operational management of workflow processes for physical and electronic materials to ensure that library materials are easily accessible for faculty and student use when searched for in the library's integrated library system.

The Law Library supports the curricular and teaching requirements of the Law School, the research and publication needs of the law faculty, and the study and research needs of the law students; and provides to the scholarly community at large access to a research collection of material about the law and its history. Additional information about the Law Library can be found at <https://www.law.gwu.edu/library>.

Please note that initially the librarian in this position will be required to work at the university's Foggy Bottom campus in Washington, DC; the ability to work remotely in the future will be assessed and determined by the supervisor in accordance with Law School and University policies.

Minimum qualifications for this position are a graduate degree in library or information science (e.g., MLS) from an ALA-accredited institution or completion of degree requirements by the time of appointment; and a minimum of five years of post-graduate degree experience in a law library with a history of increasing responsibility that includes knowledge of legal information sources, research methodologies, and related technologies; and strong managerial, problem-solving, project management, and communication skills.

APPLICATION PROCEDURE: Please complete an online application, available at <https://www.gwu.jobs/postings/100096>, to include uploading a resume and cover letter and providing contact information for three professional references. Review of applications will begin August 17, 2023, and continue until the position is filled. Only complete applications will be considered.

Employment offers are contingent on the satisfactory outcome of a standard background screening.

The university is an Equal Employment Opportunity/Affirmative Action employer that does not unlawfully discriminate in any of its programs or activities on the basis of race, color, religion, sex, national origin, age, disability, veteran status, sexual orientation, gender identity or expression, or on any other basis prohibited by applicable law.