



## Law Librarian/Faculty Position

Jacksonville University College of Law invites applications from both entry-level and lateral candidates for one full-time, faculty Law Librarian to begin at the start of the 2024-2025 academic year. The College of Law employs a unified faculty model and welcomes applications from candidates with flexibility in teaching across the curriculum. Experience with the ABA accreditation process will be highly valued, as will appreciation and enthusiasm for the unique challenges and opportunities of building a new law school. The successful candidate will hold a M.L.I.S. or equivalent from an A.L.A. accredited school and a J.D. from an A.B.A. accredited law school. The Law Librarian will report to the Dean and the Director of the Law Library. The position includes teaching responsibilities, and the College is open to candidates seeking tenure-track or non-tenure track appointment. The College of Law is a unitary track faculty, and all candidates must show a commitment to excellence in teaching, scholarship, and service. We strongly encourage applications from people of color, women, LGBTQ+ people, veterans, and others whose background and life experiences contribute to the diversity of our faculty and the law school.

Jacksonville University is a premier private institution in northeast Florida. Founded in 1934, JU offers more than 100 majors, minors, and programs with over 2,000 undergraduate students and 1,000 graduate students. The Jacksonville University College of Law is located in downtown Jacksonville, in a riverfront setting within easy reach of the Atlantic Ocean. Jacksonville is a vibrant, growing, and beautiful city with excellent opportunities for outdoor recreation.

Applications and any questions should be emailed directly to [lawhiring@ju.edu](mailto:lawhiring@ju.edu). Applications must include a cover letter, CV, list of three references, and will be reviewed on a rolling basis.

### **Position Summary:**

The ideal candidate will have experience working with students, staff and faculty in a service-oriented environment, experience in research and writing instruction, legal reference, have excellent communication skills, and thrive in a team environment. Must be able to work independently and with minimal supervision and respond to complex research and reference questions.

The librarian will be responsible for all aspects of the library including daily opening and closing, reference, collection development, cataloging, teaching and all other tasks necessary to support the program of legal education.

**Description of Essential Job Duties:**

- Provides reference and research assistance to students, staff and faculty
- Teaches courses in the J.D. curriculum
- Participates in Law Library collection development
- Maintains proficiency in digital resources and emerging technologies that will further the law school mission
- Engages in onsite and offsite outreach efforts and professional development
- Participates in new student programs such as orientation sessions
- Other duties as assigned to support the program of legal education

**Qualifications**

- M.L.I.S. or equivalent from an A.L.A. accredited library school
- J.D. from an A.B.A. accredited law school
- Strong information technology skills
- Excellent written and interpersonal communication skills
- Ability to work both independently and as a team member in a fast-paced environment
- Knowledge of legal electronic and print information resources
- Strong analytical and decision-making skills
- Ability to remain flexible and to adjust to change
- Strong service orientation
- Strong organizational and problem-solving skills
- Ability to work evening, weekend and holiday hours
- Experience teaching legal research and instructional services in a law library setting
- Familiarity with cataloging and metadata standards for e-resources