ADMINISTRATIVE POSITION ANNOUNCEMENT

TITLE OF POSITION/RANK: Foreign & International Law Librarian

DEPARTMENT: Law Library, Lincoln Center

RESPONSIBILITIES:
- Provides extensive general reference assistance to law students, faculty and administrators at the reference desk
- Serves as library liaison to faculty members and administrators, especially those with foreign or international law research interests
- Provides in-class bibliographic instruction and creates research guides on topics of international and foreign law
- Participates in collection development activities as a member of the Acquisitions Committee and specifically identifies and recommends foreign and international materials
- Contributes to the development, implementation and evaluation of reference and public services policies, procedures and publications
- Establishes programs and activities to highlight the foreign and international law collection
- Participates, as an Adjunct Associate Professor of Law, in introductory and advanced legal research instruction programs
- Reports to the Head of Reference who may assign additional functions as necessary

QUALIFICATIONS:
- M.L.S. or equivalent from an A.L.A. accredited library school
- J.D. from an A.B.A. accredited law school or equivalent non-U.S. law degree
- Substantial knowledge of print-based and online legal research systems and resources
- Demonstrated proficiency in foreign, international and comparative law resources and research techniques
- Reading/speaking knowledge and comprehension of at least one foreign language
- Strong service orientation
- Excellent oral and written communication skills
- Demonstrated ability to work both independently and collaboratively in a fast-paced environment
- Ability to work evening, weekend and holiday hours
- Internship or practicum in legal research in academic setting preferred
- Demonstrated commitment to forward-looking library practices and technologies preferred

STARTING DATE: ASAP

SALARY: Commensurate with experience.

SEND LETTER & RESUME: Alissa Black-Dorward
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