



# UC HASTINGS

COLLEGE OF THE LAW

EST. 1878

The University of California Hastings College of the Law was founded in 1878 as the law department of the University of California and was the first law school in California. Over the years, it has built a legacy and reputation of being a preeminent institution comprised of renowned faculty committed to the study of legal theory and research, preparing students for careers in the judicial system, public service, and industry.

The College is redefining legal education through an experiential, interdisciplinary, and international approach to the law. By integrating rigorous academics with hands-on practice, the College is preparing its graduates to tackle modern legal challenges.

## Research and Instruction Librarian Law Library

**Classification:** Level AL1 / Class Code 9100 / Exempt / Full-Time / Benefited / Represented

**Hiring Salary Range:** (commensurate with qualifications)

**Posting Date:** March 29, 2018

### THE ROLE

The UC Hastings Law Library seeks a talented and enthusiastic law librarian for the position of Research and Instruction Librarian. Under the general supervision of the Library Deputy Director, the Research and Instruction Librarian provides legal reference, research and instructional services to UC Hastings students and faculty, as well as other users of the UC Hastings Law Library.

### RESPONSIBILITIES

Typical duties and responsibilities consist of, but are not limited to, the following:

- Provides sophisticated research and reference assistance to U.C. Hastings students and faculty, as well as other users of the UC Hastings Law Library, during business hours, plus occasional Saturdays
- Provides legal research instruction to UC Hastings students and faculty via workshops, guest lectures, and video tutorials
- Teaches or co-teaches for-credit research courses in the College curriculum
- Participates in the library's faculty liaison program by providing in-depth research assistance to assigned faculty and their RAs, attending faculty workshop presentations, and making resource recommendations to the Collection Development Committee on the faculty's behalf
- Coordinates statistical research for accreditation studies related to the library and law school
- Prepares and maintains online legal research guides, video tutorials, and library aids
- Participates in the work of the Collection Development Committee in the selection of print and electronic resources
- Assists in the evaluation and weeding of the library's collections
- Provides Circulation Desk support as needed
- Contributes to the library's strategic initiatives and participates in the planning and implementation of new library programs and procedures
- Maintains an active interest in the profession of librarianship by attending seminars and conferences, and monitoring professional publications
- Facilitates collaborative relationships across College departments

- Participates in the life of the law school by attending events and volunteering for projects and committees
- Performs other duties as assigned

## **REQUIREMENTS**

### **EDUCATION AND EXPERIENCE**

- Master of Library and Information Science degree from an ALA-accredited program, or significant graduate-level coursework toward such a degree
- JD degree from an ABA-accredited institution
- Experience working in an academic law library desirable

### **KNOWLEDGE, SKILLS & ABILITIES**

- Knowledge of legal materials and research methodology using electronic and print resources
- Knowledge of relevant aspects of library operations including understanding of contemporary library practices, trends and emerging technologies
- Knowledge of materials and research methods in non-law disciplines desirable
- Excellent oral and written communication skills
- Excellent organizational, time-management, and analytical skills
- Strong service orientation
- Ability to work independently and collaboratively
- Enthusiasm, creativity, and ability to propose new projects and workflows

## **BENEFITS**

### **Health and Welfare Benefits**

- Comprehensive medical, dental and vision insurance coverage
- Flexible Spending Accounts for transportation-related, healthcare and dependent care expenses
- Employee Assistance Program

### **For your Financial Future**

- Life Insurance
- Disability Insurance
- Legal Insurance
- University of California Retirement Plan (defined benefit)
- Deferred Compensation Plans/Pre-tax Retirement Savings Programs

### **For your Work/Life Balance**

- Fourteen paid holidays per year
- Generous vacation and sick leave
- Commuter Benefits Program
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## **THE HIRING PROCESS**

To apply, go to:

<http://hrnetlogin.net/uchastings/app/app.cgi?positionsdesiredtext=Research%20and%20Instruction%20Librarian%20-%20Library%20Mar2018>

**Failure to provide the information as required on the application form including attaching a cover letter and a resume shall immediately disqualify an applicant from employment consideration.**

**Note: Do not close the web browser/tab until you have completed the application and selected the submit button at the end. Otherwise, your application will not be saved and you will need to restart the process.**

*Federal law requires employers to provide reasonable accommodation to qualified individuals with disabilities. Please contact Human Resources if you require a reasonable accommodation to apply for a job. Examples of reasonable accommodation include making a change to the application process, providing documents in an alternate format, using a sign language interpreter, or using specialized equipment.*

## **WHAT TO EXPECT**

Applicants who meet the position requirements will be competitively evaluated to identify the individuals whose breadth and depth of experience and education most closely relate to the stated requirements and the needs of the College. Depending on the quality and number of the applications received, only the better qualified applicants may be contacted for an interview. **The position is open until filled.**

*UC Hastings College of the Law is an Equal Opportunity Employer. UC Hastings strives to provide a diverse and inclusive educational environment that fosters cultural awareness, mutual understanding and respect. UC Hastings College of the Law is interested in candidates who will contribute to diversity and equal opportunity in higher education through their teaching. Qualified women and members of underrepresented minority groups are strongly encouraged to apply.*