



**University of San Diego Legal Research Center  
Research Assistant (Staff Part-Time) - Job IRC#26298**

**Job Description:** The Research Assistant will assist the Faculty Services Librarian with publication support for law faculty scholarship, which involves footnote verification and citation completion. The Research Assistant will review drafts to ensure they are free of grammatical, punctuation, and spelling errors; check sources cited for accuracy; and follow style guidelines and manuals to make edits to citations. In addition, the Research Assistant will aid in legal and interdisciplinary research projects for law school faculty, under the supervision of reference librarians.

The ideal candidate will have a keen eye for detail, and a problem-solving approach to editing and researching. Experience with finding and using legal materials, including treatises and case law, is preferred. The candidate should be comfortable with navigating research databases, such as LexisNexis and JSTOR. Supervision received: reports to the Associate Director & Head of Public Services. Much of the day-to-day supervision of the Research Assistant will be provided by the Faculty Services Librarian.

**Supervision exercised:** May be asked to supervise the work of law student Research Assistants assigned to assist with faculty publication support.

**Responsibilities:** The responsibilities described here are representative of those that must be met by the employee to successfully perform the essential functions of this job.

***Copy Editing***

- Identify and fix any grammatical, punctuation and spelling errors.
- May be asked to offer edits that enhance readability, conciseness, and style.

***Cite-checking***

- Locate cited source material as necessary, in print or online, through the use of library catalogs, research databases, and online searching.
- Exercise sound judgment and seek guidance from Librarians as to whether strict cite-checking is necessary when a source is difficult to obtain.

- Check that sources are accurately quoted and provide adequate support for the matter asserted.
- May be asked to recommend additional sources when cited sources are inadequate or not provided.

### ***Citation Formatting***

- Ensure that citations are formatted in accordance with the style guide selected by the author or publisher.
- The most frequently used style guides are Bluebook and Chicago.

### ***Reference Assistance***

- Assists with faculty research projects under the supervision of reference librarians.
- Performs other duties as requested by the Reference Department.

### **Qualifications:**

#### ***Required***

- B.A. or B.S.
- 2+ years relevant experience in researching, writing, editing, or publishing
- Aptitude for learning to navigate new databases and to locate library materials
- Strong knowledge of grammar and proofreading skills
- Familiarity and expertise with at least 2 citation styles (e.g., Bluebook, Chicago, MLA, APA)
- Strong attention to detail
- Ability to work independently
- Excellent organizational skills and follow through
- Excellent verbal and writing skills

#### ***Preferred***

- M.L.I.S.
- 2+ years library experience, law library
- Experience with legal materials
- Experience with scholarly publication

#### ***Acquired***

- Knowledge of LRC collection
- Knowledge of LRC policies and procedures
- Knowledge and implementation of LRC mission and goals
- Knowledge of campus departments
- Knowledge of law school staff and operations involving library work

**Background check:** Successful completion of a pre-employment background check.

**Degree Verification Requirement:** Persons offered employment in this position will be required to provide official education transcripts for degree verification purposes.

**Salary:** \$20.70 - \$22.50 per hour; Medical and Retirement Benefited.

The University of San Diego offers a very competitive benefits package, to include medical and 12% retirement contribution given to you by the University (with three year vesting period), and access to on-campus Fitness Centers. Please visit the benefits section of our website to view all of the perks and benefits that USD has to offer. USD: Human Resources: Benefits

**Hours:** 34 hours per week, Weekdays between 9 a.m. – 5 p.m.

**Closing date:** Open until filled

Note: External job postings will be up for at least five days. After that time, applications will be reviewed by the hiring manager/committee throughout the posting period. A candidate may be selected at any time which could then close this posting on a date earlier than listed.

The University of San Diego is an equal opportunity employer committed to diversity and inclusion and is especially interested in candidates who can contribute to the diversity and excellence of the campus community.

The University of San Diego is a smoking and tobacco-free campus. For more information, [visitwww.sandiego.edu/smokefree](http://www.sandiego.edu/smokefree).

Click [Apply Now](#) to complete our online application. In addition, you are strongly recommended to upload a cover letter and resume to your application profile for the hiring managers' review. If you have any questions or difficulties please contact the Employment Services Team at [619-260-6806](tel:619-260-6806), or email us at [hr@sandiego.edu](mailto:hr@sandiego.edu).