



## **Director of the Law Library and Legal Research & Writing Program**

San Joaquin College of Law seeks a dynamic, innovative leader to serve as the Director of the Law Library and Legal Research & Writing Program. The Director is a member of the full-time faculty and reports to the Dean of the law school.

The Director is responsible for administering and managing all aspects of the law school's library, including budgeting, planning, policies, personnel, collection and resource development, ensuring compliance with all accreditation requirements, and library services.

As a member of the full-time faculty, the Director is expected to oversee the Legal Research & Writing Program. In this position, the Director is charged with the development, administration, and implementation of a cohesive writing program that spans all years of a student's law program.

The Director is expected to teach one section of Legal Methods (1-L Research & Writing), and other courses as assigned, while maintaining administrative and supervisory responsibilities.

Minimum Qualifications:

- J.D. from an ABA or WASC accredited law school;
- Active bar membership;
- Minimum of three years of increasingly responsible administrative, managerial, and supervisory experience in a law library, preferably in an academic setting;
- Previous teaching experience, especially legal writing; and
- Strong interpersonal skills and the ability to relate to diverse audiences – students, faculty, academic administrators, practicing lawyers – within the legal profession.

Desired Qualifications:

- M.L.S. or equivalent degree from an ALA-accredited program.

Candidates should provide evidence of:

- In-depth familiarity with information and educational technologies
- Commitment to supporting the research needs of the law school faculty and being innovative in increasing the research skills of the law students
- Budgeting and establishing financial priorities

- Ability to respond flexibly to changing institutional needs
- Strong communication skills

San Joaquin College of Law, located in Clovis, California. Information about the college is available on its website at [www.sjcl.edu](http://www.sjcl.edu). Candidates should submit a cover letter, resume or CV, and a list of references to: [hr@sjcl.edu](mailto:hr@sjcl.edu)

San Joaquin College of Law provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, gender, sexual orientation, national origin, age, disability, genetic information, marital status, amnesty, or status as a covered veteran in accordance with applicable federal, state and local laws.

Application materials will be accepted until vacancy is filled.