



## **Project and Research Analyst**

**LibSource**, a LAC Group Company, seeks a **Project and Research Analyst** to work remotely performing and managing legal, corporate, business development and other research requests for LibSource clients. He/she must be able to synthesize information, deliver results in a well-organized and concise format. This individual will be responsible for evaluating and analyzing library operations including; developing project plans, compiling benchmark data, facilitating client surveys and interviews, responding to RFPs and provide guidance and recommendations on improved efficiencies. This position can be worked from multiple locations including: Chicago, Philadelphia, Dallas, Minneapolis, Denver or Washington DC.

### **RESPONSIBILITIES:**

- Perform legal, corporate, business development and other research for LibSource clients using both paid databases (Westlaw, Lexis, Avention, etc.) and open sources (web searches, government databases, phone research, etc.)
- Communicate progress and research findings directly to client clearly and concisely
- Work with clients to clarify research objectives when necessary and provide follow-up on research requests
- Maintain current understanding of research methods and tools, including databases
- Work with other Research Analysts to provide seamless service to clients even when working on complex and long-term projects
- Provide training and updates to research team regarding ongoing client projects
- On occasion, manage small research teams to accomplish more complex research objectives for clients
- Manage database access and other resources used for research
- Experience responding to RFP's
- Ability to conduct client assessments, including developing a project plan, conducting client interviews, administering surveys, document analysis, etc.
- Manage client expectations and collaborate effectively to build strong client relationships at all levels of an organization

- Keep Sr. Director of Client Engagement and Senior Director of Research & Intelligence Services apprised of research activities, client concerns, and issues that arise in the course of project and research activities
- Other duties as they arise according to client requests

## **QUALIFICATIONS:**

- 3-5 years' experience as a researcher in a law firm library, preferably with some business development research experience
- MLS or JD preferred, though work experience or a similar or related degree may take the place of MLS/JD
- Advanced legal research skills including but not limited to docket and case law research (both state and federal), secondary sources, and practice guidance
- Experience with corporate and business development research including gathering information from diverse sources (annual reports, SEC filings, Secretary of State records, case law, patent and trademark applications and records, lobbying activity, etc.)
- Extensive experience with Lexis and Westlaw (preferably Lexis Advance and Westlaw) and ability to quickly learn and navigate other databases including but not limited to Monitor Suite, Avention, Capital IQ, Intelligize and Practical Law.
- Experience with open source research beyond search engine use, including government and non-profit databases, think tanks and academic sources. Must be comfortable calling and emailing sources for information.
- Exceptional client service skills, particularly via written communication
- Project management
- Experience working with document/knowledge management systems, portals/intranets, RSS feeds, Alert Management tools, and library management software.
- Subscription and contract management experience for both online and print resources
- Proficient in Microsoft Office (Word, Excel, PowerPoint and Outlook)

To apply, visit: <https://goo.gl/1g7mWY>