The UC Hastings Law Library, located in beautiful San Francisco, seeks a talented and enthusiastic law librarian for the position of Student Services Librarian. Under the general supervision of the Library Deputy Director, the Student Services Librarian provides legal reference, research and instructional services to the UC Hastings community. The Student Services Librarian is the liaison to all student-facing library activities, providing reference assistance, legal research instruction, and collection development to UC Hastings law journals, the Career Development Office, the Bar Passage Support Program, and the Office for Academic Skills Instruction and Support (OASIS). In addition, the Student Services Librarian coordinates the library's Legal Research Certificate Program and collaborates with student government and other student organizations in developing and marketing library services for UC Hastings students.

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
• Provides legal research instruction to UC Hastings students and faculty via workshops, guest lectures, and video tutorials
• Co-teaches for-credit asynchronous and synchronous research courses in the law school 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 acquisition recommendations to the Collection Development Committee on the faculty's behalf
• Administers and coordinates the Law Library's Legal Research Certificate program
• Prepares and maintains online legal research guides, video tutorials, and library aids
• Oversees the weeding, withdrawing and replacing of research materials specific to the Career Development and Academic Support programs of the College
• Collaborates with UC Hastings' law journals to provide research and source-pull support and training
• Assists in development of online courses or teaching materials on Canvas or other platforms, including by assisting faculty with the creation discussion forums, quizzes, videos and PPTs for online learning classes
• Participates in the work of the Collection Development Committee in the selection of print and electronic resources
• Serves as the library liaison to student government and other student organizations
• Assists in the evaluation and weeding of the library's collections
• Provides Circulation Desk and Interlibrary Loan 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 or its foreign equivalent, or three years’ work experience in a law library setting
• Legal research instructional experience and experience 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, and Legal Insurance
• University of California Retirement Plan (a defined benefit plan)
• Deferred Compensation Plans/Pre-tax Retirement Savings Programs

For your Work/Life Balance
• Fifteen paid holidays per year
• Generous vacation and sick leave
• Commuter Benefits Program

Apply online at https://uc-hastings.breezy.hr/p/c18199a4cead-student-services-librarian.