Position Title: Electronic Services Reference Librarian

Position Type: Regular

Salary Range: $66,600 - $78,300, commensurate with experience

Pay Frequency: Annual

A. POSITION PURPOSE
Reporting to the Head of Research Services, the Electronic Services Reference Librarian is responsible for providing reference and research services to law school faculty, students, staff, and courtesy card holder. This position places particular emphasis on technology based-services and maintaining web-based content for the library while spearheading digital initiatives and services.

B. ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Management of Electronic Resources (40%)
   - Develops and maintains the content, styling, and electronic services provided by the law library’s website.
   - Assists in the creation of subject-specific research guides, pathfinders, and library user guides.
   - Develops computer-based tutorials, screencasts, and presentations for classroom, and online usage.
   - Develops digital initiatives and Library 2.0 projects.
   - Maintains the law school’s institutional repository, including collecting archival materials, uploading student journals, faculty scholarship, events/symposia, historical materials, and other collections.
   - Trains students and faculty on the advanced use of online resources.
   - Keeps current with technology and trends in library management and services.
2. Research and Reference Support (35%)
   - Provides reference services to law school faculty, students, and staff as well as attorney patrons; may involve working weekend, holiday, and evening hours.
   - Serves as a Library Liaison for assigned faculty members; assisting faculty with online/electronic research, inter-library loans and other research as needed, maintains bibliographies of faculty materials.
   - Assists in the online promotion of faculty scholarship, student symposia, and student journals.
   - Conducts library tours as requested.
   - Provides individual bibliographic instruction as required.

3. Teaching and Instruction (15%)
   - Develop and teach legal research classes in rotation with the other research librarians.
   - Create assignments and course development.
   - Evaluate student performance and class effectiveness.
   - Market classes to law students.

4. Collection Management and Assessment (5%)
   - Identifies new titles for acquisition, based on assigned subject areas.
   - Collects, records, and makes data-driven decisions related to holdings and use of collections within given subject areas.
   - Collaborates with other law librarians to assess usefulness and quality of library collections.
   - Consults with staff in technical services and information services regarding collection problems.

5. Service and Scholarship (5%)
   - Serves on and/or chairs law school, university, and joint library committees, working groups, and task forces.
   - Participates in local, regional, and national professional organizations.
   - Works with local and national service organizations.
   - Conducts research, and produces scholarship, related to legal research; presents at conferences; publishes research and other scholarly materials.

6. Other Duties
   - Other duties as assigned.

C. WORK DIRECTION
   - Reports to the Head of Research Services.
   - May supervise student workers and/or research assistants.

D. QUALIFICATIONS

1. Education and Experience
Required:
- J.D. from an ABA accredited law school.
- M.L.I.S. from an ALA accredited graduate school.
- Familiarity with emerging legal technologies.

Preferred:
- Teaching experience, including preparing instructional materials and delivering content.
- Coursework in Legal Research or experience working in a law library.

Years of Experience:
1-2 years required.

2. Knowledge, Skills, and Abilities:
- Understanding of electronic library resources.
- Experience providing in-person and virtual reference services.
- Knowledge of law school curriculum and resources.
- Knowledge of core legal collections, legal databases, and legal publishers.
- Knowledge of basic word processing, spreadsheet, and email systems.
- Demonstrated competency in both in-person and virtual reference work, preferably in an academic law library.
- Demonstrated ability to work creatively, collaboratively, and effectively, as a team member and independently.
- Excellent organization and time management skills.
- Excellent interpersonal, oral, written, and presentation skills for communicating in multiple formats with a wide range of constituencies.
- Ability to speak in front of groups of people.
- Ability to work effectively both independently and as part of a team.

E. PHYSICAL DEMANDS
The physical demands described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. In accordance with the Americans with Disabilities Act, as amended, the California Fair Employment & Housing Act, and all other applicable laws, SCU provides reasonable accommodations for qualified persons with disabilities. A qualified individual is a person who meets skill, experience, education, or other requirements of the position, and who can perform the essential functions of the position with or without reasonable accommodation.
- Considerable time is spent at a desk using a computer terminal.
- Often involves reaching for, carrying, and re-shelving books.
- Periodically involves conducting library tours.
- May be asked to make presentations to law school classes and other groups.
- May be required to travel to other buildings on the campus.
- May be required to attend conference and training sessions within Bay Area or in- or out-of-state locations.
• May be required to occasionally travel to outside customers, vendors, or suppliers.

F. WORK ENVIRONMENT
The work environment characteristics described below are representative of those an employee encounters while performing the essential functions of this job.

- Typical office environment.
- Mostly indoor office environment with windows.
- Offices with equipment noise.
- Offices with frequent interruptions

G. TO APPLY
Please apply through the Careers at SCU website at https://www.scu.edu/hr/careers/ and search for the staff position “Electronic Services Reference Librarian.”

EEO Statement

Equal Opportunity/Notice of Nondiscrimination
Santa Clara University is an equal opportunity/equal access/affirmative action employer fully committed to achieving a diverse workforce and complies with all Federal and California State laws, regulations, and executive orders regarding non-discrimination and affirmative action. Applications from members of historically underrepresented groups are especially encouraged. For a complete copy of Santa Clara University’s equal opportunity and nondiscrimination policies, see https://www.scu.edu/title-ix/policies-reports/

Title IX of the Education Amendments of 1972
Santa Clara University does not discriminate in its employment practices or in its educational programs or activities on the basis of sex/gender, and prohibits retaliation against any person opposing discrimination or participating in any discrimination investigation or complaint process internally or externally. The Title IX Coordinator and Section 504 and ADA Coordinator is Jenna Elliott, Interim Director of Equal Opportunity and Title IX, 408-551-3043, jrelliot@scu.edu, www.scu.edu/title-ix. Inquiries can also be made to the Assistant Secretary of Education within the Office for Civil Rights (OCR).

Clery Notice of Availability
Santa Clara University annually collects information about campus crimes and other reportable incidents in accordance with the federal Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act. To view the Santa Clara University report, please go to the Campus Safety Services website. To request a paper copy please call Campus Safety at (408) 554-4441. The report includes the type of crime, venue, and number of occurrences.

Americans with Disabilities Act
Santa Clara University affirms its' commitment to employ qualified individuals with disabilities within the workplace and to comply with the Americans with Disability Act. All applicants desiring an accommodation should contact the Department of Human Resources, and
408-554-5750 and request to speak to Indu Ahluwalia by phone at 408-554-5750 or by email at iahluwalia@scu.edu.