The Robert Crown Law Library at Stanford Law School is seeking applicants for a Reference and Faculty Scholarship Librarian (at level Librarian 2 or 3). In this position, you will join an outstanding team supporting world-class research and teaching, through a combination of traditional and new collections and services.

Each member of the Robert Crown Law Library works to build and sustain an equitable and inclusive work and learning environment for all members of our community. Diversity enriches the library team through exposure to a broad range of experiences and engagement with the world, helping the library identify challenges and implement solutions to the benefit of our research mission and our entire law school and university community.

Working under the supervision of the Head of Reference Services, you will join a team of librarians who provide premier-level reference service and research instruction. Your responsibilities will include monitoring our fast-paced reference desk and responding to an array of research and reference requests from our faculty, students, and community, both collaboratively and independently; liaising with our clinics and policy labs; and supporting a wide range of academic projects and assisting with sophisticated, in-depth research that furthers our faculty and student scholarship.

As the Reference and Faculty Scholarship Librarian, you will oversee and enhance our faculty scholarship services, including developing and implementing a scholarly communications program; expanding and managing our open access repository; collaborating closely with the University’s Office of Scholarly Communications; increasing the visibility and impact of faculty scholarship; providing guidance to library staff on open access, copyright, and intellectual
property matters; and managing our annual faculty bibliography process. This is an opportunity
to develop the future of scholarly research and open access at the law library.
Your responsibilities will also include active engagement in research instruction and the
creation of instructional material, including the opportunity to teach formal for-credit
introductory and advanced research courses. Your informal instructional opportunities will
consist of teaching small group sessions and meeting with students, faculty, and staff in one-on-
one research consultations.

Other duties will include participating in the evaluation and selection of information resources;
collaborating with other library and law school departments to develop and implement
innovative and creative library services; and creating, editing, and publishing bibliographies,
guides, web pages, and library displays to engage our users in furtherance of the law library’s
research mission. You will be actively encouraged to seek opportunities for professional growth
and education evolution, both in the education-rich Bay Area and nationally.

QUALIFICATIONS
Required qualifications
• J.D.;
• Advanced Degree in Library Science or a relevant academic discipline with
demonstrated understanding of academic libraries;
  o At the Librarian 2 level: A working knowledge of the operations of major
    academic or research libraries, as demonstrated by at least 1 year of
    employment in a research or academic library; or a combination of education
    and relevant experience.
  o At the Librarian 3 level: A working knowledge of the operations of major
    academic or research libraries and deep knowledge of legal research as
    demonstrated by at least 3 years of employment in a research or academic
    library; or a combination of education and relevant experience.
• Knowledge of legal research sources and skill at using all manner of research materials;
• Knowledge of relevant aspects of library operations including understanding of
  contemporary library practices, trends, and emerging technologies;
• Proficiency in using the latest digital resources and the ability to adapt to new and
  changing legal technologies;
• A very strong service ethic and demonstrated independent judgment in providing
  service to various user groups;
• The ability to work and interact effectively with colleagues and communities from
dergent and diverse backgrounds;
• A commitment to continuous service improvement and innovation;
• Demonstrated ability to work effectively, both independently and collaboratively, within
  a collegial environment;
• Demonstrated exceptional written and oral communication skills;
• Experience working in a long-term remote or hybrid team; or a strong desire to develop
  the broad range of skills necessary to do so successfully;
• An aptitude for and interest in project planning and management, as well as excellent organizational, time-management, and analytical skills;
• An agile and curious mind and unquenchable desire to learn and grow, along with a strong commitment to our chosen profession.

Strongly preferred qualifications
• At least 1 to 5 years of experience working as a reference librarian or a combination of education and relevant experience, strongly preferred;
• Experience in research instruction, including legal practice or non-legal teaching experience, strongly preferred;
• Knowledge of current issues, trends, and best practices in scholarly communications, preferred;
• Interest in or experience teaching formal for-credit research courses, preferred;
• Working knowledge of one or more foreign languages, preferred;

WORKING CONDITIONS
• May work extended hours, evenings and weekends.
• Work location negotiable; long-term remote options possible with some on-campus work and travel to campus, depending on departmental needs.
• This position is remote eligible, but preference may be given to candidates based in the Bay Area or willing to relocate. Remote candidates should be prepared to travel to campus as determined by the department and library needs.

WORK STANDARDS
• Promote Culture of Safety: Demonstrates commitment to personal responsibility and value for safety; communicates safety concerns; uses and promotes safe behaviors based on training and lessons learned.
• Promote Culture of Diversity, Equity, and Inclusion: Demonstrates sensitivity in working with individuals from diverse backgrounds and a commitment to building and sustaining an inclusive and equitable working and learning environment for all students, staff, and faculty.
• This position is considered a career-track limited term appointment.
• Subject to and expected to comply with all applicable University policies and procedures, including but not limited to the personnel policies and other policies found in the University’s Administrative Guide, http://adminguide.stanford.edu.
• This role is open to candidates anywhere in the United States. Stanford University has five Regional Pay Structures. The compensation for this position will be based on the location of the successful candidate. The expected pay range for this position at the Librarian 2 level (Job Code: 1782; Job Grade: H) is $68,000 to $106,000 per annum and Librarian 3 (Job Code: 1783; Grade: I) is from $79,000 to $129,000 per annum. Stanford University provides pay ranges representing its good faith estimate of what the university reasonably expects to pay for a position. The pay offered to a selected candidate will be determined based on factors such as (but not limited to) the scope and
responsibilities of the position, the qualifications of the selected candidate, departmental budget availability, internal equity, geographic location, and external market pay for comparable jobs.

- At Stanford University, base pay represents only one aspect of the comprehensive rewards package. The Cardinal at Work website (https://cardinalatwork.stanford.edu/benefits-rewards) provides detailed information on Stanford’s extensive range of benefits and rewards offered to employees. Specifics about the rewards package for this position may be discussed during the hiring process.

HOW TO APPLY
Submit a cover letter, CV/resume, and contact information for three professional references. Applications will be considered on a rolling basis starting January 19, 2024.

- Consistent with its obligations under the law, the University will provide reasonable accommodation to any employee with a disability who requires accommodation to perform the essential functions of the job.

- The job duties listed are typical examples of work performed by positions in this job classification and are not designed to contain or be interpreted as a comprehensive inventory of all duties, tasks, and responsibilities. Specific duties and responsibilities may vary depending on department or program needs without changing the general nature and scope of the job or level of responsibility. Employees may also perform other duties as assigned.

- Stanford University seeks to hire the best talent and to promote a safe and secure environment for all members of the university community and its property. To that end, new staff hires must successfully pass a background check prior to starting work at Stanford University.

- Stanford is an equal employment opportunity and affirmative action employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, protected veteran status, or any other characteristic protected by law.

Job: Library
Location: School of Law
Schedule: Full-time
Classification Level: H or I