



## **RESEARCH AND INSTRUCTION LIBRARIAN**

Anticipated hiring rate: \$77,000 - \$85,400 (commensurate with experience)

### **THE ROLE AND RESPONSIBILITIES**

The Law Library at the University of California College of the Law, San Francisco seeks a talented and enthusiastic law librarian for the position of Research and Instruction Librarian. This position is fully remote, but will work closely with our San Francisco-based team. The exact work schedule is negotiable, but some meetings and work will occur during traditional business hours in the Pacific Time zone.

Typical duties and responsibilities will include but are not limited to the following:

- Provides sophisticated virtual research assistance to UC Law SF students, faculty, and staff
- Provides virtual legal research instruction to UC Law SF students and faculty via workshops, guest lectures, and video tutorials
- Co-teaches for-credit asynchronous 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 and by keeping assigned faculty abreast of research relevant to their scholarship
- Updates and maintains faculty bibliographies
- Participates in the Law Library's Legal Research Certificate program
- Create asynchronous digital learning opportunities, including online legal research guides, video tutorials, and library aids
- Participates in collection development in the selection of print and electronic resources
- 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
- Performs other remote duties as assigned

## **REQUIREMENTS**

### **EDUCATION AND EXPERIENCE**

- JD degree from an ABA-accredited institution or its foreign equivalent
- Master of Library and Information Science degree from an ALA-accredited program, or significant graduate-level coursework toward such a degree
- Experience as a professional law librarian in an academic setting desirable
- Experience developing online instructional materials such as video tutorials and research guides
- Experience teaching legal research at a law school 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
- Knowledge of Canvas and LibGuides 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

To apply: Apply online at: <https://uclawsf.breezy.hr/p/f23e02fe17e5-research-and-instruction-librarian>. Please include a cover letter with your application. Contact information for three professional references will be required later in the hiring process. Applications will be reviewed as they are received. For additional information about the library, visit our website at <https://www.uclawsf.edu/academics/library>. For questions regarding this position, please contact Hilary Hardcastle at [hardcast@uclawsf.edu](mailto:hardcast@uclawsf.edu).