



Associate Director of Law Library Services

[Apply for this job](#)

Please see Special Instructions for more details.

Chapman University is an equal opportunity employer committed to fostering a diverse and inclusive academic global community. The University is dedicated to enhancing diversity and inclusion in all aspects of recruitment and employment. All qualified applicants will receive consideration for employment without regard to race, color, religion, age, sex, sexual orientation, gender identity, gender expression, national origin, ancestry, citizenship status, physical disability, mental disability, medical condition, military and veteran status, marital status, pregnancy, genetic information or any other characteristic protected by state or federal law.

The University is committed to achieving a diverse faculty and staff and encourages members of underrepresented groups to apply. More information on diversity and inclusion at Chapman University can be found at www.chapman.edu/diversity.

Applicants for Staff and Administrator positions must be currently authorized to work in the United States on a full-time basis. Chapman University does not sponsor applicants for Staff and Administrator positions for work visas.

The offer of employment is contingent upon satisfactory completion and outcomes of a criminal background screening and returning to the Office of Human Resources a signed original acceptance of the Chapman University Agreement to Arbitrate.

Posting Details

Position Information

Position Title Associate Director of Law Library Services

Position Type Regular

Job Number SA43624

Full or Part Time full-time 40 hours weekly

Fair Labor Standard Act Classification Exempt

Anticipated Pay Range \$115,000 - \$120,000

Pay Range Information

Chapman University is required to provide a reasonable estimate of the compensation range for this position. This range takes into account a variety of factors that are considered in making compensation decisions, including experience, skills, knowledge, abilities, education, licensure and certifications, and other business and organizational needs. Salary offers are determined based on the final candidate's qualifications and experience, as well as internal equity and other internal factors. The anticipated pay range is not a promise of a particular wage.

Position Summary Information

Job Description Summary

Reporting to the Library Director, the Associate Director of Law Library Services supervises and coordinates functions of the public services department, teaches legal research, and participates in library administration. The Associate Director of Law Library Services plays a prominent role in outreach and promotion of library services to the law school community. This position supervises librarians and staff and manages complex projects in accordance with goals of the law school and law library.

Responsibilities

Oversee, supervise, and coordinate functions of the public services department, including reference, research, instruction, systems/technology, and circulation services.

Develop and enhance the effectiveness and quality of library programs and services, including public service points.

Supervise, train, and evaluate public services librarians and staff.

Coordinate promotion of library programs and services.

Assist the Director of the Law Library with administrative matters.

Evaluate, develop, and implement library policies and procedures to optimize effectiveness in providing services and enhancing access to library resources.

Participate in strategic planning for growth and development of the library.

Enhance library relations with the law school, University, and professional organizations.

In the absence of the Director of the Law Library, be responsible for library operations.

Serve on committees, task forces, and project teams as assigned.

Provide research instruction to the law school community in collaboration with other law librarians.

Teach legal research in a variety of settings, including the first year curriculum, advanced legal research courses, and in specialized workshops.

Teach specialized research to groups and individuals.

Work with other librarians to develop instructional content and materials.

Supervise and provide in-depth research services for faculty and high level assistance to library users.

Conduct detailed, thorough research for faculty requiring substantive legal analysis.

Prepare written analysis and documentation for faculty research projects.

Participate in the library's faculty liaison program to support faculty research and scholarship.

Create and maintain research guides and bibliographic tools in a variety of media.

Oversee and support research projects undertaken by the Research Librarians.

Supervise and participate in collection development activities.

Collaborate with other librarians in collection analysis and evaluation to select materials that support the curriculum and faculty research interests within budget parameters.

Assist with collection development projects.

Required Qualifications

JD from an ABA-accredited institution.

MLS or MLIS from an ALA-accredited institution or an equivalent advanced degree.

At least three (3) years of professional experience working in academic or professional law libraries, including a demonstrable history of supervisory duties or potential for rapid growth into supervisory responsibility.

Demonstrated supervisory and management skills.

Knowledge of best practices for developing instructional materials and delivering legal research instruction.

Knowledge of current best practices in legal research methodologies and legal information resources independent of format.

Demonstrated ability to exercise independent judgment to conceptualize, communicate, coordinate, and implement complex activities and projects.

Strong interpersonal skills to work with diverse groups at all organizational levels, both inside and outside of the University.

Commitment to expanding, improving, and promoting library services.

Ability to formulate and communicate logical and sound conclusions and recommendations.

Demonstrated writing skills to produce clear, concise, and accurate documentation.

Ability to independently prioritize tasks when faced with interruptions, distractions, and fluctuating workload.

Desired Qualifications

Working knowledge of Chapman University policies and procedures.

Special Instructions to Applicants

Chapman University is an equal opportunity employer committed to fostering a diverse and inclusive academic global community. The University is dedicated to enhancing diversity and inclusion in all aspects of recruitment and employment. All qualified applicants will receive consideration for employment without regard to race, color, religion, age, sex, sexual orientation, gender identity, gender expression, national origin, ancestry, citizenship status, physical disability, mental disability, medical condition, military and veteran status, marital status, pregnancy, genetic information or any other characteristic protected by state or federal law.

The University is committed to achieving a diverse faculty and staff and encourages members of underrepresented groups to apply. More information on diversity and inclusion at Chapman University can be found at www.chapman.edu/diversity.

Applicants for Staff and Administrator positions must be currently authorized to work in the United States on a full-time basis. Chapman University does not sponsor applicants for Staff and Administrator positions for work visas.

The offer of employment is contingent upon satisfactory completion and outcomes of a criminal background screening and returning to the Office of Human Resources a signed original acceptance of the Chapman University Agreement to Arbitrate.

Minimum Number of References 2

Maximum Number of References 4

Pre-screening Questions

Required fields are indicated with an asterisk (*).

Do you have or are you pursuing an MLIS or MLS degree?

Yes

No

Have you earned a JD from an ABA-accredited law school?

Yes

No

Applicant Documents

Required Documents

Resume

Cover Letter

Optional Documents

Letter of Recommendation 1