



**LOYOLA MARYMOUNT UNIVERSITY
LOYOLA LAW SCHOOL/LAW LIBRARY**

POSITION DESCRIPTION

Position Title: Reference Librarian

Workday Job Profile: Librarian III

Position Summary: The reference librarian serves as a member of the Law Library's reference team which provides in-person and virtual research and reference services to Loyola faculty, students, and alumni. The reference department also develops programs and services to meet the needs of the Law School's academic programs in collaboration with other library departments. Reference librarians serve as adjunct faculty and participate in the department's robust teaching program.

Position Responsibilities:

1. Provides in-depth research and reference service to LMU Loyola's full-time faculty members and additional part-time faculty.
2. Provides in-person and virtual reference service to Loyola students, staff, and alumni. Some evening hours are required.
3. Teaches two sections of the 1L research course and participates in curriculum development.
4. Provides guest lectures in Law School courses including in the LLM and MLS programs.
5. Prepares and updates research guides, webpages, and other instructional materials.
6. Provides support to the Law School's law reviews, clinics, and moot courts.
7. Serves as liaison to Law School Departments.
8. Participates in collection development and selection activities.
9. Develops and participates in student outreach activities, in collaboration with other library departments.
10. Participates on Library and Law School committees as requested.
11. Participates in professional and continuing education activities of local and national professional associations.
12. Pursues opportunities for professional growth and education to maintain a high degree of expertise in legal and law-related information sources, information technology, and instructional methods
13. Teaches advanced research courses as needed.
14. Contributes individual talents and interests to an area of concentration or to projects that vary according to library needs.

15. Performs other duties as assigned.

Loyola Marymount University Expectations:

Exhibit behavior that supports the mission, vision, and values of the university. Communicate and employ interpersonal actions that model high standards of professional, responsible, accountable, and ethical conduct. Demonstrate a commitment to outstanding customer service.

Requisite Qualifications:

- J.D. degree from an ABA-accredited school required.
- M.L.I.S degree (or equivalent) from an ALA-accredited school required or sufficient graduate-level coursework toward such a degree, such that the degree will be attained within 6 months of appointment.
- Knowledge of legal bibliography and legal research methodology. Experience working in a law library or in legal practice setting is preferred.
- Excellent communication and interpersonal skills and a demonstrated ability to effectively teach and present. Experience teaching or training in an academic or legal setting is preferred but not required.
- Strong teamwork orientation and the ability to work collaboratively.
- Evidence of self-motivation and initiative.
- Ability to be innovative, flexible, and adaptable.
- Strong organizational and planning skills with the ability to multi-task and prioritize.
- Excellent communication and interpersonal skills.
- Strong service orientation and the ability to work with a variety of library users in a friendly, courteous, and professional manner.
- Demonstrated knowledge of legal reference sources and practices, online searching strategies and systems, and fundamentals of collection development.
- Demonstrated technological competency and a willingness to learn new technology as needed.

The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of this position.

To apply, go to the [LMU Jobs Page](#)