



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

POSITION DESCRIPTION

Position Title: Senior Reference Librarian

Workday Job Profile: Librarian III

Position Summary: Working under the supervision of the Head of Reference and Research Services, the Senior Reference Librarian serves as a leader in the Law Library's reference team while providing expert in-person and virtual research and reference services to Loyola faculty, students, and alumni. The Senior Reference Librarian also works with the Head of Reference on the planning and coordination of projects, programs, and services to meet the needs of the Law School's academic programs. The Senior Reference Librarian serves as adjunct faculty and takes a lead in the department's robust teaching program, working with the Head of Reference and the Director of the Law Library to develop course materials.

Location: Loyola Law School sits astride Los Angeles' legal, financial and entertainment epicenters on the award-winning Frank Gehry designed campus in downtown Los Angeles. Loyola Law School is home to prominent faculty, dedicated students and cutting-edge programs.

Position Responsibilities:

1. Provides leadership and mentoring to the reference team while working with the Head of Reference on the planning and coordination of research and instruction projects.
2. Provides in-depth research and reference service to LMU Loyola's full-time faculty members and additional part-time faculty.
3. Provides in-person and virtual reference service to Loyola students, staff, and alumni. Some evening hours are required.
4. Takes a lead in the department's robust teaching program, working with the Head of Reference and the Director of the Law Library to develop course materials.
5. Teaches two sections of the 1L research course.
6. Provides guest lectures in Law School courses including in the LLM and MLS programs.
7. Prepares and updates research guides, webpages, and other instructional materials.
8. Provides support to the Law School's law reviews, clinics, and moot courts.

9. Serves as liaison to Law School Departments.
10. Participates in collection development and selection activities.
11. Develops and participates in student outreach activities, in collaboration with other library departments.
12. Participates on Library and Law School committees as requested.
13. Participates in professional and continuing education activities of local and national professional associations.
14. 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.
15. Teaches advanced research courses as needed.
16. Contributes individual talents and interests to an area of concentration or to projects that vary according to library needs.
17. 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 and M.L.I.S degree (or equivalent) from an ALA-accredited school.
- Minimum of five years relevant experience in academic law libraries providing instruction, research and other relevant library services to law school faculty and students.
- Demonstrated leadership ability and experience with project management.
- Knowledge of legal bibliography and legal research methodology.
- Excellent communication and interpersonal skills and a demonstrated ability to effectively teach and present.
- 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.

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