



Reference Librarian

Caruso School of Law

- Malibu Campus
- Library
- Librarian
- Caruso School of Law

The Reference Librarian will primarily perform professional work providing reference and research services to faculty and students. This position will also participate in teaching activities, the faculty liaison program, collection development efforts, and will assist the Director with invoicing and payments. The Reference Librarian furthers the University's mission by supporting its teaching, research and outreach missions by building collaborative relationships across the School of Law and throughout the University.

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Duties

- Research Assistance:
 - Provides research support to students by participating in the regular Reference Office rotation.
 - Conducts in-class research instruction for select seminar courses.
 - Creates and edits LawGuides tailored to specific topics and courses.
 - Assists students in utilizing emerging research technologies.
- Faculty Support:
 - Works one-on-one with faculty as part of the liaison program.
 - Conducts research at the request of and on behalf of faculty.
 - Performs document delivery services for faculty.
 - Supports faculty in learning outcomes assessment and research technologies.
 - Assists faculty with research-related materials for course management systems.
 - Provides guidance to Research Assistants.
- Classroom Teaching & Instruction:
 - Engages in classroom teaching, including participating in the First Year Legal Research and Writing Program.
 - Team-teaches Advanced Legal Research with other reference librarians.

- Prepares and presents library workshops.
 - Lectures in other classes as requested by faculty.
- Law School Assessment Efforts:
 - Assists the Director of the Law Library with law school assessment initiatives.
 - Collaborates with faculty on learning outcomes assessment.
 - Codes exams for assessment data collection.
 - Aids in the creation of annual institutional assessment reports.
- Acquisitions Activities:
 - Assists the Director of the Law Library with invoice processing and resolving invoice issues.
 - Maintains invoice records and files.
- Faculty Scholarship Management:
 - Manages dissemination and promotion of faculty scholarship through SSRN, Google Scholar, HeinOnline, and other digital platforms.
 - Maintains up-to-date listings of faculty publications alongside other reference librarians.
 - Creates scholarship impact reports utilizing traditional and alternative metrics to assess scholarly output.
- Collection Development:
 - Participates in library collection development efforts.
 - Recommends materials to enhance the Library's collection.
 - Reviews book donations and assists in collection review processes.
- Additional Responsibilities:
 - Performs other duties as assigned.
 - Upholds the University mission through all work performed.

Skills and Qualifications

Required:

- Juris Doctorate from ABA accredited law school
- MLS or MLIS from ALA accredited graduate program
- Excellent communication (written and oral) and interpersonal skills
- Commitment to high-quality service and team-orientation
- Ability to coordinate activities and develop new services
- Strong legal research skills
- Creative problem-solver
- Ability to work in a busy environment with constant interruptions
- Legal research platforms and databases – Westlaw, Lexis, Bloomberg, Hein, etc.
- Non-legal research platforms and databases
- Microsoft Office Suite – Outlook, Word, Excel, Power Point
- Standard office equipment: copiers, printers, fax, telephones

Preferred:

- 3-5 years of professional experience
- history of increasing responsibilities
- experience with assessment data collection and reporting

- Record of teamwork and service LibGuides
- Google Suite
- Course management software
- PeopleSoft

Qualified individuals should be able to articulate a strong commitment to diversity, and have the ability to work effectively with individuals from different backgrounds.

Offers of employment are contingent upon successful completion of a criminal, education, and employment screening. The University conducts such screenings in compliance with applicable laws and with the objectives of evaluating risk and supporting a safe environment for students, faculty, staff, and guests; safeguarding key University assets including people, property, information, and the University's reputation; and providing comprehensive job-related information to University leaders to enable them to make prudent hiring decisions. Qualified individuals with criminal histories will be considered for employment in compliance with applicable laws, including the Los Angeles County Fair Chance Ordinance.

This is a Librarian, Exempt, 40 hour per week position.

Expected Pay Range: \$82,800 - \$92,000 per year

The above pay range reflects what Pepperdine University reasonably expects to pay for this position at time of posting. Actual compensation may vary based on relevant factors such as work experience, market conditions, education/training, and skill level. In addition to base pay, Pepperdine offers a robust and highly competitive [benefits package](#).

Pepperdine is an Equal Employment Opportunity employer and does not unlawfully discriminate on the basis of any status or condition protected by applicable federal, state, or local law.

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