



Access and Student Services Law Librarian

Job #JPF09683

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- School of Law / School of Law / UC Irvine

POSITION OVERVIEW

Salary range: A reasonable estimate for this position is \$69,781-\$75,589. See Table [Represented Librarian Series](#) for the salary range for this position.

APPLICATION WINDOW

Open date: June 11, 2025

Next review date: Friday, Jul 11, 2025 at 11:59pm (Pacific Time)
Apply by this date to ensure full consideration by the committee.

Final date: Tuesday, Sep 30, 2025 at 11:59pm (Pacific Time)
Applications will continue to be accepted until this date, but those received after the review date will only be considered if the position has not yet been filled.

POSITION DESCRIPTION

The University of California, Irvine School of Law Library seeks an entry-level, forward-thinking, user-oriented professional for the position of Access and Student Services Law Librarian. Under the general supervision of the Head of Public Services, the Access and Student Services Law Librarian oversees all aspects of access services, including front desk services, supervision and training of student employees, interlibrary loan/document delivery, management of faculty course reserves, and faculty research support. The Access and Student Services Law Librarian also has responsibility for outreach to student organizations, the law journals, and student-facing law school departments, and will collaborate on research projects with the Research & Reference Department and work closely with the Head of Collection Services on collection development efforts. This position also will provide effective patron services at regular Front Desk and Reference Desk shifts. This position offers opportunities to develop and implement innovative user services to meet changing user needs and emerging technologies.

Qualified candidates from diverse backgrounds and life experiences are encouraged to apply. The UCI Libraries are committed to recruiting a diverse workforce and advancing UCI's Commitment to Inclusive Excellence.

Responsibilities include:

Access Services

- Provide general information, customer service, and circulation assistance through regular shifts at the Front and Reference Desks, including evenings and weekends as needed.
- Stay abreast of best practices and trends regarding all areas of Access Services, including service development and learning spaces.
- Create and implement the front desk schedule.
- Manage faculty course reserves.
- Manage a team of law student and undergraduate student workers to provide an array of law library services.
- Strategically develop all aspects of interlibrary loan and document delivery services for faculty, including researching publishers, vendors, and lending libraries.
- Provide significant and exceptional support to the Law School's law journals, including assisting with source collection, and training journal staff.

Student Services

- Serve as the primary liaison to law student organizations and student-facing law school departments.
- Design measures to gauge student satisfaction with the library, such as creation of a library student advisory board, surveys or focus groups.
- Organize all library orientation activities for incoming law students.

Collection, Research, and Other Services

- Collaborate with all librarians to design, develop, and maintain webpages on the Law Library website, including LibGuides.
- Develops digital and print materials to support library programs, initiatives, and services.
- Create wayfinding signage for the collection.
- Participate in Law Library collection development efforts, including selecting and assessing resources.
- Lead tours, orientations, and workshops, such as the Saturday Academy of Law or Pre-Law Outreach Program.
- Provide comprehensive research on projects to support the Law school faculty and administrators.
- Under the direction of or in consultation with Department Heads, develop and establish policies and procedures for Library services.
- Develop and maintain documentation for primary job functions and participate in the maintenance of department-wide and Library-wide documentation.
- Participate actively and effectively on Law Library committees, task forces, and project teams.
- Represent the Law Library on various Law School, campus-wide, and Library System committees and at various meetings and other functions.
- Participate in and contribute to the profession through professional activities outside the Law Library, including university and public service, and/or research and other creative activities. These activities normally relate to and enhance performance of the primary position responsibilities.
- Develop and maintain awareness of current developments in law, library science, legal technology, and legal research to enhance performance of primary position responsibilities.
- Other responsibilities as assigned.

Qualifications include:

Required

- Graduate degree in library science from an ALA-accredited institution or an equivalent combination

of relevant advanced degree and library experience.

- Excellent organizational and time management skills, and effectiveness in balancing and completing multiple assignments and projects.
- Demonstrated initiative, flexibility, and ability to work creatively and effectively both independently and as a team member.
- Demonstrated commitment to diversity, equity, inclusion, and accessibility.
- Ability to work creatively, collaboratively, and effectively and to promote teamwork, diversity, equity, and inclusiveness within the UCI Law Library and the campus.
- Ability to meet the University of California criteria for advancement and promotion.

General Information

Librarians are entitled to two days per month of annual leave, thirteen paid holidays, and one day per month of sick leave. The University has an excellent retirement system and offers a variety of group health, life, and disability insurance plans. Benefits are equal to approximately 45% of salary. Librarians at UCI are academic appointees. Non-managerial librarians are represented by an exclusive bargaining agent, University Council - American Federation of Teachers (UC-AFT). This is a represented position.

As academic appointees, UCI Librarians receive potential career status at the time of their initial appointment. Librarians periodically receive administrative and peer review for merit increases based on the following criteria: 1) professional competence and quality of service within the Library; 2) professional activity outside the Library; 3) university and public service; and 4) research and other creative activity.

APPLICATION REQUIREMENTS

Document requirements

- Curriculum Vitae - Your most recently updated C.V.
- Cover Letter
- 3-5 references required (contact information only).

Unit: [UCI Law Library](#)

Apply Link: <https://recruit.ap.uci.edu/JPF09683>

QUALIFICATIONS

Basic qualifications (required at time of application)

Graduate degree in library science from an ALA-accredited institution or an equivalent combination of relevant advanced degree and library experience.

APPLICATION REQUIREMENTS

Document requirements

- Curriculum Vitae - Your most recently updated C.V.
- Cover Letter
- Misc /Additional (Optional)

Reference requirements

- 3-8 required (contact information only)

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ABOUT UC IRVINE

The University of California, Irvine is an Equal Opportunity Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, age, protected veteran status, or other protected categories covered by the [UC anti-discrimination policy](#).

As a condition of employment, the finalist will be required to disclose if they are subject to any final administrative or judicial decisions within the last seven years determining that they committed any misconduct.

- “Misconduct” means any violation of the policies or laws governing conduct at the applicant’s previous place of employment, including, but not limited to, violations of policies or laws prohibiting sexual harassment, sexual assault, or other forms of harassment or discrimination, as defined by the employer.
- [UC Sexual Violence and Sexual Harassment Policy](#)
- [UC Anti-Discrimination Policy for Employees, Students and Third Parties](#)
- [APM - 035: Affirmative Action and Nondiscrimination in Employment](#).

As a University employee, you will be required to comply with all applicable University policies and/or collective bargaining agreements, as may be amended from time to time. Federal, state, or local government directives may impose additional requirements.