



Scholarly Services Assistant

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<https://jobs.sandiego.edu/cw/en-us/job/497074/scholarly-services-assistant>

Department Description:

USD School of Law is one of the 84 law schools elected to the Order of the Coif, a national honor society for law school graduates. The law school's faculty is a strong group of outstanding scholars and teachers with national and international reputations and currently ranks in the top 20% (36th out of 204) among U.S. law schools in scholarly impact according to a 2018 study. The school is accredited by the American Bar Association and is a member of the Association of American Law Schools. Founded in 1954, the law school is part of the University of San Diego, a private, independent, Roman Catholic university chartered in 1949.

University Description:

The University of San Diego, an engaged and contemporary Catholic institution, was founded by the Diocese of San Diego and the Society of the Sacred Heart in 1949. Governed by an independent board of trustees since 1972, USD remains committed to a liberal arts education grounded in the Catholic intellectual tradition and the pursuit of truth, goodness and beauty. Inspired by this centuries old tradition of Catholic higher education, the University welcomes people of all faith traditions and any, or no, religious background. The future success of USD relies on the contributions of those who seek to foster the development of engaged global citizens and an earnest confrontation of humanity's urgent challenges.

Detailed Description:

The Scholarly Services Assistant plays a pivotal role in the USD School of Law's Legal Research Center, supporting the full life cycle of faculty scholarship at the USD School of Law. This position reports to the Head of Reference and Publication Services, with some day to day direction from the Head of Digital Resources and Cataloging and the Publication Services Library Coordinator.

From meticulous proofreading to updating faculty bibliographies and maintaining faculty scholarship repositories and tracking USD School of Law faculty citations in judicial opinions and academic literature, the Scholarly Services Assistant will provide adept editorial and organizational support, ensuring smooth submission for publication and enhancing the visibility

and impact of published works.

The successful candidate will be dedicated to supporting legal scholarship and possess strong communication skills, a keen eye for detail, strong organizational abilities, a collaborative work style, and a commitment to cultivating an inclusive and welcoming service environment for colleagues and patrons of the LRC.

The School of Law understands the importance of work-life balance, currently offering the flexibility of a partially remote schedule, subject to supervisor approval and departmental needs.

Duties and Responsibilities:

Faculty publication services

- Copyedits work as requested, identifying and fixing any grammatical, punctuation, and spelling errors. May also be asked to offer edits that enhance readability, conciseness, and style.
- Locates cited source material as necessary, in print or online, through the use of library catalogs, research databases, and online searching. Checks that sources are accurately quoted and provide adequate support for the matter asserted. May be asked to recommend additional sources when cited sources are inadequate or not provided.
- Ensures that citations are formatted in accordance with the style guide selected by the author or publisher, usually Bluebook or Chicago Manual of Style.
- Provides support for other faculty projects as requested by the Reference Department.

Faculty scholarship tracking

- Maintains digital archive and bibliographies for law faculty publications.
- Posts and tracks publications on online repositories like SSRN and Digital USD.
- Determines copyright permissions for posting faculty scholarship and assists with distribution of USD's SSRN Research Paper Series.
- Compiles faculty publication activity reports and metrics for law school administration.

Digital resources

- Under the oversight of the Head of Digital Resources and Cataloging, maintains a variety of collections in the law school's institutional repository including faculty scholarship, archival materials, academic journals, and more.
- Digitizes, uploads, and describes new collections in law school's repository.
- Provides support for additional digital resources projects as directed by the Head of Digital Resources.

Diversity, Equity, Inclusion, and Accessibility

- Engages in training and development opportunities that support the LRC's and Law School's commitment to diversity, equity, inclusion, and accessibility.

- Contributes and collaborates with the LRC's DEIA committee on initiatives as needed.

Background check: Successful completion of a pre-employment background check.

Degree Verification Requirement: Persons offered employment in this position will be required to provide official education transcripts for degree verification purposes.

Job Requirements:

Minimum Qualifications:

B.A. or B.S. required.

2+ years experience in publishing, libraries, legal setting or other relevant field required.

Preferred Qualifications:

2+ years library experience, law library preferred.

Familiarity with at least 2 citation styles (e.g., Bluebook, Chicago, MLA, APA) preferred.

Experience with scholarly publications preferred.

Experience with legal materials preferred.

Experience with library systems and metadata standards preferred.

Performance Expectations - Knowledge, Skills and Abilities:

Ability to work independently, manage projects, and prioritize deadlines

Demonstrated writing and editing ability

Aptitude for learning to navigate new databases and to locate library materials

Strong attention to detail

Excellent organizational skills and follow through

Strong interpersonal skills and team-building orientation

Strong problem-solving ability, initiative to take appropriate action independently

Knowledge of the LRC collection

Knowledge of LRC policies and procedures

Knowledge and implementation of LRC mission and goals

Knowledge of campus departments

Knowledge of law school staff and operations involving library work

Posting Salary:

\$25.00-27.79 per hour; Excellent Benefits

The University of San Diego offers a very competitive benefits package including; medical, dental, vision, a retirement contribution given to you by the University, and access to on-campus Fitness Centers. Please visit the benefits section of our website to view all of the perks and benefits that USD has to offer. USD: Human Resources: Benefits

The salary range provided in this posting reflects what we reasonably expect to pay for this position. Actual compensation offered or earned is dependent on experience, education and other factors including departmental budget.

Special Application Instructions:

Resume and Cover Letter Required

Click the 'Apply Now' button to complete our online application. In addition, please upload a cover letter and resume to your application profile for the hiring managers' review. If you have any questions or difficulties please contact the Employment Services Team at jobs@sandiego.edu.

Additional Details:

Hours: 37.5 hours per week

Closing date: Open until filled

Note: External job postings will be up for at least three days. After that time, applications will be reviewed by the hiring manager/committee throughout the posting period. A candidate may be selected at any time which could then close this posting on a date earlier than listed.

The University of San Diego is a smoking and tobacco-free campus. For more information, visit www.sandiego.edu/smokefree.