



Reference Librarian

Western State College of Law at Westcliff University

Western State College of Law at Westcliff University is seeking a dedicated and service-oriented **Reference Librarian** to join our team. This position reports directly to the Director of the Law Library.

Located in beautiful Orange County, California, Western State offers the advantages of a vibrant Southern California setting—just minutes from famous beaches, world-class amusement parks, outstanding dining and shopping, and the diverse cultural opportunities of the greater Los Angeles area.

Founded in 1966, Western State College of Law (WSCL) is the oldest law school in Orange County and is fully ABA-approved. WSCL is known for its small class sizes, accessible faculty, and commitment to student success. Our student body is among the most diverse in the nation, with a majority of students from minority backgrounds. Over our 50+ year history, we've graduated nearly 12,000 alumni, including more than 150 judges elevated to the bench.

Essential Duties and Responsibilities

Key responsibilities include:

- Providing reference assistance to law students, faculty, and other WSCL patrons
- Participating in student instruction and outreach, including:
 - First-year Legal Writing and Research program
 - Specialized in-class research sessions
- Supervising the Reserve Desk and student library assistants
- Managing all aspects of the interlibrary loan system
- Creating and maintaining print and electronic reference tools
- Contributing to collection development for both online and print resources

- Provide an occasional evening and weekend presentation (e.g. night class)
- Performing other duties as assigned

Required Qualifications

- JD from an ABA-accredited (or foreign equivalent) institution, AND MLS or similar from an ALA-accredited institution.
- In-depth knowledge of legal sources and research in both electronic and print formats
- Strong customer service orientation
- Excellent oral and written communication skills
- Ability to work independently and collaboratively

Preferred Qualifications

- Experience supporting learning management systems (e.g., Canvas)
- Experience working in an academic law library
- Supervisory experience
- Teaching experience
- Demonstrated interest in or experience with law practice technology

To Apply

Please submit a cover letter and resume via email to: jodonnell@wsulaw.edu

The salary range for this role is \$70,000 to \$80,000.