



RESEARCH & INSTRUCTION LIBRARIAN-2 POSITIONS

Law Library

Classification: Level AL1 Class Code 9100 – Librarian Class Code 9200 / Exempt / Full-Time / Represented / Benefitted

Anticipated Hiring Salary Range: Commensurate with qualifications and experience

[Apply to Position](#)

THE ROLE

The Law Library at the University of California College of the Law, San Francisco seeks two talented and enthusiastic law librarians for the positions of Research and Instruction Librarian and Senior Research and Instruction Librarian. Under the general supervision of the Law Library Director, the Research and Instruction Librarians work with an accomplished team of library professionals to provide legal reference, research, and instructional services to the UC Law San Francisco community. A reasonable full-time salary estimate for these positions is \$79,217 to \$115,000, commensurate with qualifications, experience, and placement on the UC Law SF / UC-AFT salary scale. Applicants with significant professional experience may be considered for placement at the higher end of the range. It is contemplated that one of the open positions is entry level and the other is for a more experienced Librarian.

RESPONSIBILITIES

Typical duties and responsibilities consist of, but are not limited to, the following:

- Provides sophisticated research and reference assistance to UC Law San Francisco students, faculty, and staff
- Provides legal research instruction via workshops, guest lectures, and video tutorials

- Co-teaches for-credit research courses in the law school curriculum
- Participates in the library's faculty liaison program by providing in-depth research assistance to assigned faculty and their RAs and by keeping assigned faculty abreast of research relevant to their scholarship
- Creates asynchronous digital learning opportunities, including online legal research guides, video tutorials, and library aids
- Collaborates with Legal Writing and other faculty on instruction regarding AI research tools
- Works with library colleagues to maintain the law school's digital repository
- Participates in collection development
- Assists in the evaluation and weeding of the library's collections
- Provides Circulation Desk support as needed
- Contributes to the library's strategic initiatives and participates in the planning and implementation of new library programs and procedures
- Maintains an active interest in the profession of librarianship by attending seminars and conferences, and monitoring professional publications
- Facilitates collaborative relationships across College departments
- Participates in the life of the law school by attending events and volunteering for projects and committees
- Performs other duties as assigned

REQUIREMENTS

EDUCATION AND EXPERIENCE

- JD degree from an ABA-accredited institution
- Master of Library and Information Science degree from an ALA-accredited program, or significant graduate-level coursework toward such a degree
- Experience as a professional law librarian in an academic setting is desirable

KNOWLEDGE, SKILLS & ABILITIES

- Entry-level and experienced law librarians are encouraged to apply

- Knowledge of legal materials and research methodology using electronic and print resources is required
- Understanding of emerging technologies such as generative AI and their application to legal research and legal education is desirable
- Knowledge of materials and research methods in foreign, comparative, and international law is desirable
- Knowledge of relevant aspects of library operations including understanding of contemporary library practices, trends and emerging technologies is desirable
- Knowledge of Canvas and LibGuides is desirable
- Excellent oral and written communication skills
- Excellent organizational, time-management, and analytical skills
- Strong service orientation
- Ability to work independently and collaboratively
- Enthusiasm, creativity, and ability to propose new projects and workflows

BENEFITS

Health and Welfare Benefits

- Comprehensive medical, dental and vision insurance coverage
- Flexible Spending Accounts for transportation-related, healthcare and dependent care expenses
- Employee Assistance Program

For Your Financial Future

- Life Insurance, Disability Insurance, and Legal Insurance
- University of California Retirement Plan (a defined benefit plan)
- Deferred Compensation Plans/Pre-tax Retirement Savings Programs

For Your Work/Life Balance

- Fifteen paid holidays per year
- Generous vacation and sick leave

- Commuter Benefits Program

THE HIRING PROCESS

Please note: This position has been designated as “sensitive” and requires a pre-employment background check.

Federal law requires employers to provide reasonable accommodation to qualified individuals with disabilities. Please contact Human Resources if you require a reasonable accommodation to apply for a job. Examples of reasonable accommodation include making a change to the application process, providing documents in an alternate format, using a sign language interpreter, or using specialized equipment.

WHAT TO EXPECT

Applicants who meet the position requirements will be competitively evaluated to identify the individuals whose breadth and depth of experience and education most closely relate to the stated requirements and the needs of the College. Not all applicants will be contacted for an interview.

The skills listed above are comprehensive, and we understand there are great candidates who possess only a subset of those skills, or who have other important skills. If you match some of these skills, please do not hesitate to apply.

UC Law SF is an equal opportunity employer. UC Law SF strives to provide a diverse and inclusive educational environment that fosters cultural awareness, mutual understanding and respect. UC Law SF is interested in candidates who will contribute to diversity and equal opportunity in higher education through their teaching. Qualified women and members of underrepresented minority groups are strongly encouraged to apply.