



Job Title: Legal Research & Instruction Librarian

Department: Sacramento Campus & Law Library

Campus: Sacramento

Posting Number: 201304260P

Full or Part Time: Full Time

Number of Months: 12

Open Until Filled: No

Special Instructions to Applicants

For Applicants Seeking Job Opportunities within the University

Internal: Internal applicants will be considered within the first five (5) business days of the posting period.

External: External applicants will be considered on the sixth (6) business day of the posting period.

Sponsorship

This position is not eligible for a visa sponsorship now or in the future.

Position Summary Information

Primary Purpose

The Legal Reference Librarian provides expert research support to faculty and students, offering guidance in U.S., foreign, and international law sources. The position delivers reference services, develops and maintains research guides, and contributes guest lectures and instructional sessions across the curriculum. The librarian oversees collection development, ensuring resources align with teaching and scholarship needs. Additional responsibilities may include teaching an advanced legal research course and supporting the integration of library services into academic programs.

Essential Functions

- Provide In-Depth Legal Research Assistance

- Deliver expert research support to faculty and students.
- Offer individualized research consultations and assist with scholarship and course preparation.
- Design and Lead Legal Research Instruction
- Teach research-focused guest lectures for doctrinal and skills faculty upon request.
- Potentially teach or co-teach an Advanced Legal Research (ALR) course or subject-specific research seminars.
- Oversee Collection Development and Evaluation
- Manage selection, assessment, and deselection of print and electronic resources to support the law school's teaching, research, and curricular needs.
- Cultivate vendor relationships and monitor budget allocations for collection areas.
- Create and Maintain Online Research Guides
- Write, update, and curate high-quality digital research guides (e.g., LibGuides) to support student learning, faculty research, and library programming.
- Ensure guides reflect current legal research tools and best practices.
- Develop Expertise in Foreign, Comparative & International Law (FCIL) Research
- Serve as the library's resource in FCIL by building specialized collections, maintaining awareness of international legal databases, and assisting with research involving foreign jurisdictions or international organizations.
- Support Library Instructional and Scholarly Technology
- Assist users in accessing and effectively using legal research platforms and digital tools. Contribute to library workshops, orientations, and training sessions.
- Professional Development & Additional Duties
- Participates in professional activities and continuing education; performs other duties as assigned.

University of the Pacific recognizes that diversity, equity, and inclusion is foundational to the success of our valued students and employees. We prioritize policy and decision-making that demonstrates awareness of, and responsiveness to, the ways socio-cultural forces related to race, gender, ability, sexuality, socio-economic status, etc. impede or propel students, faculty, and staff.

Minimum Qualifications

- MLIS from an ALA accredited school.
- JD from an ABA-accredited law school.

- Proficiency with Lexis, Westlaw, internet and online research tools and techniques, and instructional technology.
- Strong interpersonal, oral, written communication and organizational skills.
- A strong public service attitude.

Preferred Qualifications

- Demonstrated knowledge in using Microsoft Word and Excel to organize, analyze and manipulate data sets and information.
- Experience and sensitivity in working with people of diverse backgrounds and cultures.
- Demonstrated experience in advancing social justice, equity, and inclusion in a university setting.
- Ability to engage and integrate culturally responsive practices and knowledge in their work.

Physical Requirements

This is an in-person role, and the successful candidate must be willing to relocate within California, preferably within 25 miles of the Sacramento Pacific campus.

The physical demands described here are representative but not definitive of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Valid driver's license required. Incumbent must also be able to meet the University's fleet rules and be eligible to drive for University business. The University and its insurance carrier reserves the right to exclude applicants based on their driving record.

Hiring Range \$80,000 - \$100,000 per year. We consider factors such as, but not limited to, scope and responsibilities of the position, candidate's qualifications, internal equity, as well as market and organizational considerations when extending an offer.

Background Check Statement

All applicants who receive a conditional offer of employment are required to execute a release and authorization for a background screening.

[AB 810](#) Misconduct Disclosure Requirement: University of the Pacific complies with California Assembly Bill 810, requiring candidates accepting conditional job offers to disclose any final administrative or judicial findings, ongoing proceedings, allegations, resignations under investigation, or appeals related to sexual harassment or misconduct within the past seven years.

Anti-Discrimination/EEO Policy Statement

University of the Pacific is an equal opportunity employer dedicated to workforce diversity across backgrounds, experiences, and viewpoints. Pacific does not unlawfully discriminate in its hiring of faculty and staff, or in the provision of its employment benefits to its faculty and staff on the basis of race, color, religion, national origin, ancestry, age, genetic information, sex/gender, marital status, military and veteran status, sexual orientation, medical condition, pregnancy, gender identity, gender expression, or mental or physical disability, or other legally protected characteristics or combination of such characteristics. While we strive to attract a broad and representative pool of candidates, all hiring decisions are made based on merit, selecting the most qualified individual for each position.

Applicant Documents

Required Documents

Resume

Cover Letter/Letter of Application

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