



SOUTHWESTERN

LAW SCHOOL

Los Angeles, CA

SOUTHWESTERN LAW SCHOOL and the Leigh H. Taylor Law Library in Los Angeles invites applications for full-time (Non-Tenure-Track) faculty librarian position to join the Public Services team. NTT faculty vote on virtually all issues in faculty meetings, including faculty appointments. They also serve on faculty committees, hold significant administrative positions, and are eligible for summer research stipends.

The Head of Reference manages all aspects of the library's Reference Department, ensuring that it provides high-quality research and information services to faculty, students, staff, and alumni. This position directly supervises three reference librarians and liaises with the Director of the Legal Analysis, Writing, and Skills department to coordinate research instruction during students' 1L year. The Head of Reference develops, implements, and assesses new instructional and outreach activities. The position also collaborates with the Head of Collection Services and the Law Library Director on strategic, long-term planning for the library. We seek candidates who are passionate about teaching and can demonstrate success in the classroom, love working with students outside the classroom, and are willing to contribute to the campus community through committee and related service.

In addition to our on-campus programs, we offer a mostly asynchronous online J.D. program with full-time and part-time options. The Head of Reference will be expected to teach in any of the J.D. programs, including the Online J.D. Program, as needed.

Minimum Qualifications:

- J.D. or equivalent degree from an accredited institution;
- M.L.S. degree or its equivalent from an accredited institution;
- Minimum five (5) years of public service experience, preferably in an academic Law Library, including a demonstrable history of supervisory duties or potential for rapid growth into supervisory duties;
- Minimum three (3) years' experience teaching legal research in an academic setting;
- A proven track record of active engagement in scholarship, teaching, and/or professional service.

Preferred Qualifications:

- State or Federal practice experience.
- Some experience with collection development and/or technical library services.
- Experience with Springshare applications, LibAnswers, LibChat, LibGuides, etc.

Starting base salary is anticipated to be \$125,000. This position qualifies for a generous hybrid work schedule, but requires a regular on-campus presence.

About Southwestern

Founded in 1911, Southwestern is an ABA-accredited, independent law school located in the center of Los Angeles. Our mission includes educating lawyers ready to serve clients, the profession, and our society with excellence, empowering students to reach their potential, cultivating inclusion and belonging, and shaping the law and public policy through teaching, scholarship, and service.

Application Process

To apply, please submit a letter of interest, your CV, and three professional references via email to academicadmin@swlaw.edu and put "Faculty Application – Head of Reference" in the email subject line. Review of applications will begin immediately. Initial interviews will be held via Zoom, and callback interviews will be held in person.

Southwestern Law School prohibits discrimination and harassment on the basis of race (including hairstyle and hair texture), ethnicity, color, religion, creed, ancestry, national origin, sex, gender (including pregnancy, childbirth, breastfeeding, or related medical conditions), sexual orientation, gender identity, gender expression, parental status, marital status, age (40 and over), disability (mental and physical), medical condition, citizenship status, military service, veteran status, genetic information, or any other

classification protected by law in matters of admissions, employment, housing, or services, or in the educational programs or activities Southwestern operates. Please direct all inquiries regarding Southwestern's nondiscrimination policies to:

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