



FORDHAM UNIVERSITY

THE JESUIT UNIVERSITY OF NEW YORK

Position: A03100

Date: 8.26.21

ADMINISTRATIVE POSITION ANNOUNCEMENT

TITLE OF POSITION/RANK:

REFERENCE LIBRARIAN

DEPARTMENT:

Maloney Library,
Law School, Lincoln Center

RESPONSIBILITIES:

- Provides general reference assistance to law students, faculty and administrators at the reference desk and through various outreach programs;
- Serves as library liaison to clinics, journals, faculty, and administrators;
- Develops and implements outreach efforts to Fordham's clinical, experiential, and Pro Bono programs;
- Teaches introductory legal research in a required first-year research course and may participate in teaching advanced legal research courses;
- Participates in collection development activities as a member of the Acquisitions Committee;
- Actively participates in student outreach programs;
- Actively participates in developing and implementing law practice technology programs including a for-credit course and ad hoc presentations in doctrinal courses;
- Contributes to creating a diverse and inclusive library through the development, implementation, and evaluation of collection development, reference, and public services policies, procedures, and publications;
- Provides and posts instruction and reference related content to library social media in collaboration with the Circulation Department;
- Reports to the Head of Reference who may assign additional functions as necessary.

QUALIFICATIONS:

- M.L.S. or equivalent from an A.L.A. accredited library school;
- J.D. from an A.B.A. accredited law school or equivalent non-U.S. law degree;
- Demonstrated knowledge of legal research databases and resources;
- Excellent interpersonal, oral, and written communication skills;
- Demonstrated ability to work both independently and collaboratively in a fast-paced environment;
- Ability to work some evening, weekend, and holiday hours.

PREFERRED QUALIFICATIONS:

- One year of experience in teaching or training;
- One year of experience providing reference services;
- One year or more of experience in legal practice;
- Knowledge of and demonstrated experience with educational and library technologies.

SALARY:

Commensurate with experience

FLSA CATEGORY:

Exempt

START DATE:

ASAP

SEND LETTER AND RESUME TO:

Todd Melnick
Director
tmelnick@law.fordham.edu

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