



University Libraries
Office of the Vice Provost

Human Resources

Student Services Librarian - Charles B. Sears Law Library

The University at Buffalo Libraries seek applicants for the position of Student Services Librarian in the Charles B. Sears Law Library. This is a faculty appointment with rank leading to tenure in an academic research-oriented environment. The Charles B. Sears Law Library has a collection of close to 600,000 volumes and volume equivalents and serves the research needs of the University at Buffalo Law School, the University community, surrounding colleges, the local bar and bench, and the general public. The Law School, with approximately 700 JD and LLM students and 50 full-time faculty members, has a strong tradition of interdisciplinary scholarship.

The Student Services Librarian develops and coordinates programs and services to enrich the law student experience, promotes library services through student events and social media, oversees the Law Library's Passport Acceptance Facility, and serves as the library liaison to the Buffalo Law Review, the Moot Court Board and other student organizations at the law school. In addition, the Student Services Librarian assesses students' research needs and satisfaction with library services annually through surveys and focus groups.

The incumbent provides reference assistance, collaborates with the Head of Collection Management and the Head of the Koren A/V Center to manage the library's study aids collections, and coordinates the upkeep of existing and the development of new LibGuides. The Student Services Librarian may participate in providing legal research instruction in the Legal Analysis Writing and Research Program and other law school courses.

The incumbent will assist law students with curriculum related projects that involve multimedia productions including video and audio production work. Duties will include teaching the fundamentals of digital video and audio production and editing; presentation of productions; and integration of productions within other media such as the embedding of a video in PowerPoint presentations. If necessary, on-the-job training will be provided for media services responsibilities.

The Student Services Librarian must be available to work evening and weekend reference shifts on a rotating basis. This position reports to the Director of the Law Library.

Minimum Qualifications:

- A J.D. from an accredited ABA Law School and a Master's degree in library and information science from an ALA-accredited institution
- Minimum of 1 year of full-time professional employment in an academic law library
- Sound knowledge of legal systems, legal bibliography, and strong legal research skills
- Demonstrated experience using mobile devices, social networking, and other forms of technology to deliver information services
- Advanced computer skills and the ability to learn new technologies quickly
- Strong and effective interpersonal, oral and written communication, analytical, and organizational skills
- Demonstrated capacity to work effectively and collegially with faculty, students, and staff
- Strong service orientation with the ability to provide exceptional service to a diverse clientele
- Creative capacity to foster and manage change
- Demonstrated ability to meet the University at Buffalo's promotion and tenure standards in librarianship, research, service, and outreach

Salary Range: \$58,000 minimum, commensurate with qualifications and experience

Special Instructions to Applicants:

All applicants must apply using the UJobs website <https://www.ubjobs.buffalo.edu/>
Search for posting number 1400072.

- Applicants should fully describe their qualifications and experience in their cover letter with specific reference to the minimum qualifications of the position.
- Include contact information for three professional references (names, addresses, phone numbers, email addresses) at the end of your cover letter.
- Provide a brief paragraph describing your interest in legal scholarly research and law library professional service. Attach this to your application as “Other Document 1.”
- Candidates invited to interview for the position will be expected to give a short presentation to faculty and staff from the University Libraries and the Law School.

Review of applicants is currently underway. We anticipate that the position will be filled on or before June 1, 2014.

The University at Buffalo is an Affirmative Action/Equal Opportunity Employer. The University is dedicated to the goal of building a culturally diverse and pluralistic University community committed to teaching and working in a multicultural environment.