

POSITION ANNOUNCEMENTWeb

Remote Law Library Research Specialist

The Alexander Campbell King Law Library at the University of Georgia School of Law seeks a confident, dynamic and service-focused individual to serve as a Remote Law Library Research Specialist.

Duties and Responsibilities:

The Remote Law Library Research Specialist will:

- Provide a variety of research services for law faculty and administration
- Assist in maintaining and updating Digital Commons, the institutional repository of the University of Georgia School of Law
- Create and update libguides and video tutorials to assist patrons in using Law Library resources
- Support the law librarians in their responsibilities, including collection development and creating materials for research courses
- Perform other duties as assigned

QUALIFICATIONS: A successful candidate will possess demonstrated research and organizational skills; strong interpersonal communication skills (including a welcoming manner, active listening, and nonjudgmental response); excellent project management skills; and demonstrated ability to work well independently and collegially.

Required: A J.D. from an ABA-accredited law school and a current enrollee (or recent graduate) of a M.L.S. or equivalent program at an ALA-accredited institution.

Desired: Experience in providing legal research services to law faculty or attorneys.

SALARY: \$10.00/hr – Guaranty of at least 20 hours per week. This is a non-benefit position.

ABOUT US: The Alexander Campbell King Law Library has a rich, established collection of over 500,000 digital and print titles. We are dedicated to providing anytime/anywhere access to information and we utilize new technologies to deliver that information. With a team-based management system, the Law Library has a cooperative atmosphere with opportunity for professional development. Find out more at <http://www.libs.uga.edu/athens>.

APPLICATION PROCEDURE: Send cover letter, resume and names of three references to: Zanada Joyner, Chair of Remote Law Library Research Specialist Hiring Committee, ztjoyner@uga.edu. Applications received by March 1, 2016 are assured of consideration.

Initial interviews may be conducted by phone or via video chat.

Position available: May 1, 2016.

The University of Georgia is an Equal Opportunity/Affirmative Action employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability, or protected veteran status. The Law Library is committed to diversity in its staff and encourages all qualified persons to apply.