Position Description

Job Information

Department: Cardozo School of Law
Campus and Location: Brookdale Campus / Law Library
Proposed Job Title: Temporary Reference Librarian
Approved Job Title

Reports To: Associate Dean for Library Services & Director of the Law Library

Date Prepared: April 28, 2016 (updated February 7, 2018) Date Approved:

Position Summary – Briefly describe the general purpose of the position and provide information that describes the size of the operation.

Works collaboratively with library colleagues on a variety of workflow issues, assignments, and projects. Provides legal reference service for more than 1,000 J.D. and LL.M. students, more than 90 full-time and adjunct faculty, and other patron groups.

List of Responsibilities – List and describe responsibilities in order of importance; adding as many as necessary to fully describe the function of this role.

Reference and Research Services
Provide print and electronic reference service for Anglo-American, international, foreign and comparative law by responding to in-person, telephone, and email inquiries. Provide research support to faculty members, faculty assistants, and RA/TAs.

Circulation and Interlibrary loan (ILL)
Provide assistance with book and document retrieval. Provide back-up for circulation functions.

Projects (dependent on experience)
Assist library staff with projects, including updating research guides and the Library website. Provide assistance with preparing instruction documents.

Perform other duties as assigned.

Experience and Educational Background – List both the minimum requirement for hire (degrees, licenses, years of experience) and the preferred or optimal background to succeed in this position.

M.L.S. or substantial completion of M.L.S.; J.D. preferred. Relevant reference and legal research experience required. Previous experience in library and patron service experience is preferred.

Skills and Competencies – Describe the critical skills and proficiencies necessary to succeed in this position (e.g., technical skills, communication / writing skills, etc).

- Superior communication skills, both oral and written.
- Strong service orientation.
- Ability to handle pressure gracefully.
- Demonstrated problem solving skills.
- Flexibility and demonstrated ability to multi-task and maintain professionalism and collegiality while addressing many people-problems daily.
- Ability to work in an atmosphere of collaboration and team work.
- Demonstrated understanding of and ability to flourish in a multicultural, diverse, and inclusive workplace.

**Scope of Responsibility** – Please comment on the key contacts and primary interfaces this role will have along with the independence of action that is required for this position. In addition, if this position has supervisory and/or budgetary responsibility, please provide details (e.g., this position will supervise 3 administrative support staff and manage a budget of $5 million).

Works collaboratively with other librarians when managing workflows and scheduling staff during the normal hours of operation each week (Monday – Thursday from 9am – 6pm and Friday from 9am – close). Consults with the librarians and staff on projects and in completely daily takes.