Reference and Instructional Services Librarian

New York Law School (NYLS), a dynamic urban law center in the heart of Tribeca, seeks a Reference and Instructional Services Librarian.

Position Summary: The Mendik Library at NYLS houses more than 500,000 volumes of books, microforms, and audio/visual materials and offers a full range of electronic subscriptions to support the needs of more than 60 full-time faculty members and approximately 1,000 J.D. and LL.M. students. The Library also provides extensive reference service and instruction to the entire NYLS community.

As a member of the Library’s dedicated team, the Reference and Instructional Services Librarian will perform these duties:

- Participate in NYLS’s robust Faculty Liaison Program.
- Provide required legal research instruction to first-year students and teach in the Research Skills Workshop Program. (Formal teaching opportunities are available through appointment to the rank of Professor of Legal Research.)
- Develop instructional materials and research guides for various curricular areas.
- Promote new information resources and emerging technologies.
- Serve on library and law school committees.
- Share weekend and some evening hours.

Education and Experience: All applicants must have M.L.S. (or equivalent) and J.D. degrees. Applicants must also possess legal reference experience, preferably in an academic library, and solid knowledge of legal, non-legal, and scholarly research sources and databases. In addition to possessing excellent communications skills and a strong service orientation, the successful candidate will be able to work well with faculty, students, staff, and attorneys.

Experience teaching legal research skills classes is strongly preferred. Foreign-language skills and experience with foreign, comparative, and international law research and resources are preferred but not required.

Salary: Salary is competitive and commensurate with experience. The position also includes a range of benefits and support for professional development.

To apply: Send a resume, cover letter with salary requirements, and three professional references to jobs@nyls.edu.