

**WE ARE NEW YORK'S LAW SCHOOL**

Reference and Instructional Services Librarian

New York Law School (NYLS), an independent law school in the heart of Tribeca, seeks a Reference and Instructional Services Librarian to join our research services and teaching team, and to help us continue to offer an inviting and vibrant information and research center.

The Mendik Library at NYLS houses more than 550,000 print and microform volumes and offers a full range of electronic subscriptions to support the needs of more than 50 **full-time** faculty members, more than 100 **adjunct** faculty members, and approximately 1,100 J.D. and LL.M. students. The Library also provides extensive reference service and instruction to the entire NYLS community. View our most recent **annual report**.

Responsibilities

As a member of NYLS's dedicated Library team, the Reference and Instructional Services Librarian will perform traditional reference duties as well as the following:

- Participate in NYLS's robust Faculty Liaison Program.
- Teach in the required first-year legal research program. (Formal, credit-based teaching opportunities are available through appointment to the rank of Professor of Legal Research.)
- Teach subject-specific legal research in clinics and doctrinal classes.
- Provide instruction and support to the School's Law Review, Moot Court Association, and other co-curricular programs.
- Develop instructional materials and research guides for various curricular areas.
- Promote new information resources and emerging technologies.
- Serve on library and other committees.
- Share weekend and some evening hours.
- Assist with collection development decisions.

Requirements

- M.L.S. (or equivalent) and J.D. degrees. Recent graduates are welcome to apply.
- Legal reference experience, preferably in an academic law library.
- Strong teaching and technology skills, and solid knowledge of legal, non-legal, and scholarly research sources (digital and print).
- Excellent communication skills, a strong service ethic, and a commitment to diversity and inclusion.
- Ability to work independently as well as collaboratively and to interact effectively with colleagues, faculty, students, staff, and attorneys from different cultures, viewpoints, and diverse backgrounds.

Compensation and Benefits

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

How to Apply

Submit a resume, cover letter with salary requirements, and three professional references to jobs@nyls.edu.

NYLS is operating on a hybrid academic model at present, consistent with a robust health and safety plan. Due to reductions in certain operations during the pandemic, the new librarian will start in this position remotely, but should expect, as appropriate, to be assigned to in-person coverage of the Library on a rotating basis as the School implements a plan to return to regular, in-person, operations in the upcoming months.

About New York Law School

Founded in 1891, New York Law School (NYLS) is an independent law school located in Tribeca, the heart of New York City's legal, government, financial, and emerging tech centers. Known as "New York's law school," NYLS embraces the city as its classroom by complementing a rigorous legal education with an innovative and diverse set of "uniquely New York" experiential learning opportunities. Since opening its doors, NYLS has produced graduates who have gone on to hold high elected and appointed office in the city, lead large and small firms, and gain broad recognition as captains of business and industry. Its renowned faculty of prolific scholars has built the School's strength in key areas of the law, including business and financial services, intellectual property and privacy, and government and public interest law. NYLS has more than 18,000 graduates and currently enrolls around 1,100 students in its full-time and part-time J.D. programs. The School also offers an advanced-degree program in Tax Law.

New York Law School is an Equal Opportunity Employer

All qualified candidates will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national or ethnic origin, age, disability, or veteran status, or any other characteristic protected by law.