

Head of Reference Services
J. Michael Goodson Law Library, Duke University

The J. Michael Goodson Law Library invites applications for the position of Head of Reference Services.

Responsibilities: The Head of Reference Services leads and works collaboratively with four law-trained reference librarians to coordinate the work of the Reference Services Department. The department has primary responsibility for providing extensive reference and research services for sophisticated, research-oriented faculty members and students in a technologically-advanced information environment. The Head of Reference Services reports to the Assistant Dean for Library Services and works closely with other departments in the library and the Law School's Academic Technologies department, under the direction of the Senior Associate Dean for Information Services.

To fulfill their responsibilities, the reference librarians monitor faculty research interests, support effective use of electronic resources, train and work with student research assistants including a faculty research assistants program, create instructional materials, and provide other research and curricular support for faculty scholarship and teaching. The reference librarians also teach first year legal research within an integrated legal analysis, research and writing course, teach upper level research courses, and participate in collection development.

Qualifications and Experience: Candidates should have at least three years reference experience in a research law library, extensive knowledge of current information technologies and publishing formats, database and Internet searching proficiencies, and a mastery of basic legal research sources and techniques. The successful candidate will have excellent communication skills, a strong commitment to excellent service and innovation, and proven abilities to contribute and lead in a collegial environment. An MLS (or equivalent) and a law degree from accredited institutions are required.

Salary and Benefits: Salary will be commensurate with qualifications and experience. Duke University offers a competitive benefits package. All Duke librarians are eligible for continuing appointment and promotion under the University's ranking system. Reference Librarians are non-tenure track members of the Law School faculty at the rank of Lecturing Fellow.

Available: Available November 1, 2009. Preference given to applications received by October 2. Email applications are encouraged.

To apply, send a letter expressing your interest in the position along with a current résumé and the names of three references to Melanie Dunshee, Assistant Director for Library Services, Duke University School of Law, dunshee@law.duke.edu Mailing address: Box 90361, Durham, NC 27708-0361; Phone: (919) 613-7119; Fax: (919) 613-7237

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