



Legal Reference Librarian
(Full-time, on-site position)

Description

New England Law | Boston, originally founded in 1908 as Portia Law School, is located in the heart of downtown Boston. New England Law has a rich history and dynamic present. As an employee of New England Law, you will be a part of a welcoming community devoted to exceptional academics as well as real world experience.

The Law Library's mission is to support the curriculum and scholarship of the New England Law community, which consists of approximately 1,100 JD students, 32 full-time faculty members, and 90 staff. We are actively committed to the success of our students.

New England Law Library is accepting applications for a full-time legal Reference Librarian to join our team. This position will provide extensive reference and research services in assisting faculty and the student body.

We are seeking a candidate with strong legal research skills who possesses experience working with faculty, students, and/or legal professionals in a service-oriented environment. Strong communication abilities are essential, as is enthusiasm for working with a collaborative and innovative team of professionals.

Responsibilities include:

- Respond to in-library, phone, email and live-chat reference questions using print or electronic resources as appropriate.
- Provide individualized instruction to users of varying skill levels in the legal research process and in effective use of electronic databases and print resources.
- Perform complex, longer-term research projects for faculty and administration (these may require monitoring databases through alerts).
- Assist student law review editors and associates throughout the year in their work cite-checking articles, selecting topics for notes and case comments, and developing those topics through in-depth research.

- Participate in research training of first year law students as requested by the Director of the Legal Research and Writing Program through in-person teaching, creation of legal research exercises, and/or production of asynchronous video instruction.
- Assist in designing and maintaining the research webpages on the Law Library website, using LibGuides.
- Teach legal research to law students through presentations to upper-level electives by faculty invitation.
- Maintain a current awareness of library trends through professional development and demonstrate a willingness to embrace new ideas and technologies.
- Other duties as needed (e.g. collection weeding or evaluation projects).

Requirements

- Professional demeanor and outstanding customer service skills required
- High-level skill in using and teaching legal research materials and databases, including all major legal research platforms (Westlaw, Lexis, Bloomberg)
- JD and MLS preferred, relevant law library experience may substitute for one degree
- Demonstrated initiative and ability to work both independently and collaboratively
- Ability to prioritize and maintain deadlines
- Excellent interpersonal, verbal, and written communication skills

Standard hours of this position are 8:00 am to 4:00 pm, M-F.

How to Apply:

E-mail a cover letter and resume to New England Law | Boston to: humanresources@nesl.edu. The subject line should be “Legal Reference Librarian.” Applications will be considered on a rolling basis and resumes received without cover letters will not be reviewed. We are unable to sponsor or take over sponsorship of an Employment Visa at this time.

It is the policy of New England Law | Boston to provide equality of opportunity for all persons, including faculty and employees, with respect to hiring, continuation, promotion, tenure, and any other terms or conditions of employment, without discrimination on the basis of race, color, religion, national or ethnic origin, sex, sexual orientation, gender (including identity and expression), genetic information, military service, age, or disability. The law school complies with all applicable federal, state, and local nondiscrimination laws, including Title IX.