

New England Law | Boston

Director of the Law Library and Assistant Professor of Law

(Full-time, on-site position)

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. We are actively committed to the success of our students. New England Law is accepting applications for a Director of the Law Library and Assistant Professor of Law to head up our Law Library team and carry out the objectives of the Law Library consistent with the goals and mission of the Law School.

Position Summary: Under the general direction of the Dean of the Law School and in coordination with the Associate Dean, who serves as liaison to the library, the Director provides leadership and vision for the Law Library, considering both the future of legal education and the current needs of the New England community. The Director of the Law Library manages all administrative and operational activities for the library. This position is responsible for strategic planning, budgeting, hiring, management and development of library staff, as well as the oversight of law library facilities and technology. The Law Library Director ensures that New England Law | Boston has a dynamic, responsive, and service-oriented library that maintains and exceeds the standards of the ABA, AALS, and AALL. This is a faculty position.

Essential Duties & Responsibilities:

- Oversee all operations of the New England Law Library, including budgeting, staffing, planning, collections, services, facilities, and administration.
- Support the research, scholarship, and curricular needs of the faculty and students.
- Recruit, hire, supervise, train, and evaluate library staff, including student staff.
- Plan all library projects, develop policies and procedures, and coordinate appropriate staff to carry them out.
- Manage the approved budget and set budget priorities for the Law Library with the goal of maintaining a budget-conscious collection that is responsive to the diverse needs of New England Law faculty and students.
- Develop an annual budget, considering annual price increases of various vendors, changing acquisition patterns, and student staffing.
- Oversee library's responsibility to house, preserve, organize, and provide access to the historical records of the Portia and New England School of Law archives.
- Handle all disability issues for the library and liaison with Director of Student Services.
- Orient new faculty and adjuncts to library services.
- Coordinate and participate in reference work, including ensuring daily reference coverage, guest lecturing on research in doctrinal classes at the request of faculty, training and orienting of incoming Law Review associates, and supporting the Legal Research and Writing Program, working with the Director of the Legal Research and Writing Program.

- Coordinate Westlaw and Lexis training for all first year students in Legal Research and Writing.
- Present at First Year Orientation introducing incoming students to library services and legal research.
- Coordinate the acquisitions process with the Reference Librarian, recommending time tables for selection and purchase, keeping an eye on current developments and publications, reviewing budget status monthly, and evaluating vendor proposals.
- Attend all Faculty Meetings and Department Heads Meetings.
- Serve at the request of the Associate Dean on Faculty Committees.
- Gather library statistics for all national questionnaires, including ABA, US News and World Report, and IPEDS.
- Ensure compliance with ABA, AALS, and AALL standards for libraries.
- Keep current with technology, digital resources, developments in legal education, and law library innovation.
- Take an active role in regional and national library organizations to enhance the reputation of the law school and build relationships to foster cooperative resource development.

Supervisory Responsibilities:

- Oversee all library personnel, including full and part-time professional and paraprofessional staff. Direct reports include: the Technical Services Librarian, the Reference Librarians, and the part-time Administrative Assistant and Interlibrary Loan position, and all student desk assistants.

Requirements:

- J.D. degree from an ABA-approved law school and MLS from an ALA-accredited institution
- Significant administrative experience in a law library
- High-level legal research skills
- Ability to attract, retain, and develop library staff
- Excellent interpersonal, verbal, and written communication skills

How to Apply:

E-mail a cover letter, resume, and contact information for three references to New England Law | Boston to: humanresources@nesl.edu. The subject line should be “Director of the Law Library.” 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.