

UNIVERSITY OF COLORADO WILLIAM A. WISE LAW LIBRARY

LAW LIBRARY FELLOW

The University of Colorado Law School's William A. Wise Law Library is seeking an innovative, enthusiastic, and service-driven individual to serve as a Law Library Fellow/Lecturer to help us in shaping services and collections for 21st century learners, educators, and scholars. The Wise Law Library is a state-of-the-art facility that houses the largest collection of legal materials in Colorado. The Law Library supports the vision of the law school: *A supportive and diverse community of scholars and students in a place that inspires vigorous pursuit of ideas, critical analysis, and civic engagement in order to advance the rule of law in an open, sustainable society.*

Our law library is engaged in developing new services, methods of access, and innovative pedagogy to meet the needs of current and future legal researchers. This fellowship provides an opportunity for a recent library or law school graduate (or both) to fully participate in those endeavors. This one-year fellowship will serve as a foundational experience for a new law librarian to start his or her career. You can find out more information about the law library fellow here: <https://lawlibrary.colorado.edu/law-library-fellow>.

POSSIBLE DUTIES

- Provide reference services in both traditional and online environments;
- Assist librarians with class preparation and teaching, including developing assignments and exercises;
- Utilize technology tools to enhance learning in the classroom;
- Participate in teaching classes and providing other research instruction; Create or revise online research and subject resource guides;
- Create content for the library's online presence (e.g., website, blog, other social media);
- Staff the library's circulation desk;
- Assist with the library's digital repositories by creating digital objects and performing quality review; or
- Assist with the creation of metadata using various schemas.

QUALIFICATIONS

Required:

- MLS, MSLIS, MSIS, or equivalent degree from an American Library Association-accredited library program, or J.D. degree from an American Bar Association-accredited law school with a serious interest in pursuing a career in law librarianship;
- Ability to solve problems;
- Excellent communication, organization, and interpersonal skills;

- Ability to manage multiple projects and deadlines;
- Service-oriented, friendly;
- Detail-oriented, creative, flexible, and able to work as a member of a team; and
- Experience with Microsoft Office applications.

Preferred:

- Familiarity with legal resources;
- Reference desk, help desk, or other customer service experience;
- Teaching, training, or other instruction experience;
- Experience using technology tools for teaching, presentations, or website content creation;
- Experience managing social media for a group or organization;
- Familiarity searching, creating, and maintaining digital asset management systems like Digital Commons, Islandora, Dspace, etc.;
- Knowledge of integrated library systems, especially Innovative Interfaces, Inc. and discovery platforms; or
- Familiarity with bibliographic classification systems, such as MARC, LC classification, or LCSH.

SALARY AND BENEFITS

This position is a 12 month appointment; it pays \$52,000 per year and includes benefits. The anticipated start date will be July 1, 2020.

APPLICATION INSTRUCTIONS

Applications are due by **May 4, 2020**; however, applications will be accepted until the position is filled. Applicants should submit the following application materials to Robert Linz by email to robert.linz@colorado.edu:

- Cover letter with a detailed statement of qualifications and interest;
- Résumé;
- Unofficial Transcripts; and
- Three reference names and contact information.

Please direct any questions about the position to:

Robert Linz, Head of Public Services
William A. Wise Law Library
University of Colorado Law School
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Boulder, CO 80309-0402
Phone: 303-492-2504 Fax: 303-492-2707
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The University of Colorado does not discriminate on the basis of race, color, national origin, sex, age, pregnancy, disability, creed, religion, sexual orientation, gender identity, gender expression, veteran status, political affiliation, or political philosophy. All qualified individuals are encouraged to apply. Click here [for a list of ADA and Title IX coordinators](#). To view the [Regent policy](#), please click here. This organization participates in [E-Verify](#). We will provide the Social Security Administration and, if necessary, the Department of Homeland Security, with information from each employee's I-9 form to confirm work authorization.