POSITION DESCRIPTION

Graduate Assistant

December 2012

Qualifications:

A Juris Doctor degree from an ABA accredited law school and current enrollment in the graduate degree program of the UNC-CH School of Information and Library Science; or current enrollment in the UNC-CH School of Information and Library Science/UNC Law School joint JD/MSLS or JD/MSIS program

Ability to interact positively with students, faculty, staff and the public
Experience in a law library setting preferred
Familiarity with trends in legal and non-legal research and technology

Duties:

Provide support for law library services for 20 hours per week, with the following duties:

- Write blog posts and develop research guides and other library publications
- Participate in library meetings as appropriate
- Perform other duties as assigned

Public Services

- Provide general reference service and staff reference desk (may include some evening or weekend hours)
- Serve as a research assistant in the library’s faculty research service (LibRA)
- Assist patrons with use of LexisNexis, Westlaw, Bloomberg Law, and other databases
- Help plan and conduct bibliographic instruction classes, including Advanced Legal Research and other training classes
- Help plan and conduct library tours

Collection Services

- Assist Collection Services librarians with serials, cataloging, e-resource management, and special projects
- Assist with digitization and preservation projects
- Participate in collection development projects as needed

Information Technology Services

- Assist in research and evaluation of computer hardware, software, and services.
- Assist with technology training and preparation of teaching materials.
- Perform additional duties as appropriate to skills and interest.

Reports To:

Assistant Director for Public Services & Assistant Director for Collection Services