

Position Announcement

Electronic Resources Librarian: The Kresge Library of the Notre Dame Law School is seeking a talented librarian to help us establish a new position and then to be its founding occupant. We are looking for someone who understands electronic resources and is adept at making them useful to library patrons. We are looking for an independent thinker with a cooperative outlook, a flexible and creative person who will help the library establish goals, methods, and structures that will make our electronic resources available to our users in the most sensible fashion while helping to ensure that the library's investment in electronic resources is responsibly maintained.

The Kresge Library is an integral part of the Notre Dame Law School and offers exceptional opportunities for developing professional skills and contributing to the educational mission of the Law School. The successful candidate will be a member of an experienced faculty of 10 librarians and part of the regular faculty of the Law School.

Qualifications:

The successful candidate for the Electronic Resources Library position will be an intelligent, self-motivated, and detail-oriented individual with an M.L.S. or M.I.S. from an ALA-accredited school. A demonstrated ability to work with online resources in a complex environment is a necessary attribute. We also seek someone with the ability to supervise others with attention and compassion, and with the ability to communicate effectively with faculty, students and staff, individually and in group settings. An understanding of the University's mission and a respectful appreciation of the Catholic character of the University is also necessary (see <http://nd.edu/aboutnd/mission-statement/>)

Duties:

The Electronic Resources Librarian position is a work in progress, and one of the chief duties of the successful candidate will be to assist in the proper shaping of the position. There are several areas of responsibility which are anticipated to be overseen by the position: the coordination of all activities associated with the management of electronic resources, including oversight of an Electronic Resource Management system, updating and maintaining links, coordination of content on an electronic resources web page, and work with the cataloging phase of electronic resources. The Electronic Resources Librarian will supervise two staff members, one a newly defined position of Electronic Resources Assistant, and the other the Technology Support Assistant/Systems Coordinator, who in turn oversees our Innovative Interfaces Millennium ILS. We anticipate that the ERL will coordinate technology issues with the law school's Technology Services (IT) Department, manage technical problems with electronic resources vendors, coordinate vendor relation issues, licensing, etc., with the Collection

Development Librarian, and participate in the instruction of electronic resources users. The Electronic Resources Librarian will share in the management of the Technical Services Department working in close collaboration with the Head of the Department, the Collection Development Librarian, and the Bibliographic Control/Database Maintenance Librarian.

Environment:

The Kresge Library supports a national law school serving approximately 580 students and 35 full-time faculty. The experienced staff of 27 includes ten professionals. As members of the Law School faculty, librarians are welcome participants on Law School and University committees. Construction of a new Notre Dame Law School building began in the summer of 2007; a major renovation of the Kresge Library will follow in 2009. For additional information about the Kresge Library, see <http://www.nd.edu/~lawlib/>.

Compensation:

The salary will be competitive and commensurate with qualifications and experience. The University offers a generous benefits package, including medical and dental insurance, liberal vacations, retirement options, tuition benefits for dependents, and access to University events. The Law Library underwrites individual membership in the American Association of Law Libraries and provides generous support for appropriate conferences and workshops.

Available: While the position will remain open until a successful candidate has been identified, applications received by June 15, 2008 will be assured consideration.

To Apply: Email applications are encouraged. Please send cover letter, resume and three references to Ed Edmonds, Director of the Library (eedmonds@nd.edu).

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