

Law Graduate, Trainee Librarian

You will be part of a dynamic and cohesive team, delivering excellent services as the first line of contact to assist SMU faculty, staff and students in using the library and meeting their information needs.

The trainee position is intended for a Law Graduate who is prepared to take on a MLIS (Master in Library and Information Science) leading to a career as a law librarian. The individual will develop expertise in functional areas including information services, access services, information literacy, research support, collection management, etc. He/She will also contribute to projects that support the Libraries' strategic initiatives.

Requirements

- Law Degree and willing to complete or in the process of completing a MLIS degree from an accredited program.
- Knowledgeable about specialized law databases such as LawNet, Lexis and Westlaw. Familiarity with multidisciplinary academic databases.
- Commitment to a career in law librarianship
- Basic knowledge of library functions and processes with the ability to advise or recommend continuous improvement solutions
- Ability to be flexible and adaptable and contribute to a diverse team of staff in a dynamic environment
- Other competencies include accountability, clear communication, critical thinking, creativity, valuing diversity and working in a team
- Experience conducting legal research classes or presentations, desirable.

Responsibilities

- Undertake the full range of service activities, which may include access services, information services, information literacy activities, research support, and collection management.
- Maintain the Law Library's print and electronic collections to support learning and research.
- Contribute to service improvement through continuous improvement of services and processes.
- Participate in library wide services and projects.
- Be an active and contributing member of First Year Experience librarian team.

Details about the position are available at

https://library.smu.edu.sg/sites/library.smu.edu.sg/files/library/pdf/CareerAd/JD_LawGraduate_Trainee_Librarian_26Jan2017.pdf

How to Apply

Interested applicants, please email your resume with a covering letter to libjob@smu.edu.sg. The covering letter must state the applicants' responses to the selection criteria. Only short-listed candidates will be contacted.