



Research Librarian, Law

The SMU Libraries invites dynamic, creative and service-oriented individuals to apply for the position of Research Librarian, Law.

You will be part of an innovative and collaborative team, delivering high quality services as the first line of contact to assist SMU faculty, staff and students in meeting their research, teaching and learning needs.

The primary focus of this position is to be the liaison for faculty and students from the School of Law and related programmes. You will work in a team environment to create and develop innovative library products and services for the SMU community and to pro-actively promote initiatives and programmes of the SMU Libraries through engagement.

Requirements

- Master degree in Library and Information Science from a recognized university.
- Undergraduate degree or diploma in law or related subject area is strongly preferred
- Advanced knowledge of specialized legal resources such as LawNet, Westlaw, Lexis and multidisciplinary academic databases.
- Understanding of research issues, such as open access, publishing, and research visibility and impact in the higher education environment, especially as relevant to legal education.
- Proven ability to continuously innovate services and processes, particularly through the use of current and emerging technologies.
- Proven ability to design, deliver and evaluate information literacy programmes for individuals and groups at different levels.
- Demonstrated ability to initiate and build collaborative relationships with stakeholders, particularly faculty and students.
- Strong customer service orientation.
- Excellent communication skills (verbal and written).
- Ability to be flexible and adaptable and contribute to a diverse team of staff in a dynamic environment.
- Personal strengths should include critical thinking, interest in innovation, and flexibility with ability to work in a team with minimum supervision.

Responsibilities

1. Develop, grow, and sustain partnerships with faculty, researchers, students and staff in the School of Law (SOL); develop and promote high quality library services for the SOL.
2. Seek new opportunities and build on existing offerings for engagement with faculty and students.

3. Attend School and University-wide events and programmes to network and champion the Libraries.
4. Create, coordinate, and conduct formal learning opportunities (e.g. workshops, talks, etc.) in collaboration with faculty to grow students' information literacy capabilities. Curate and create digital guides and learning objects for self-directed learning.
5. Initiate, develop, manage, and review new and existing programmes and services for the SMU community as part of the SMU Libraries team.
6. Work across Library units to build and manage the Library's collections relevant to the legal discipline and School of Law.
7. Work with key units within the Library to integrate research output and research data of SOL and related Institutes and Centres into SMU's Institutional Repository (InK) and Research Data Repository (RDR).
8. Assess and evaluate services, resources, and tools for targeted user groups, in particular the SOL.
9. Lead and/or participate in Library-wide initiatives and projects and collaborate with colleagues internal and external to the Libraries.
10. Engage in continuous, self-reflective professional development. Participate in professional activities relating to librarianship. Contribute to the profession and beyond through writing and presenting in a variety of contexts. Maintain current awareness of trends in libraries and higher education.

Details about the position are available at

https://library.smu.edu.sg/sites/library.smu.edu.sg/files/library/pdf/CareerAd/JD_RL%20Law_15Jul2020.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.