



## **Librarian / Senior Librarian, Law**

SMU Libraries seeks a collaborative, proactive, and knowledgeable professional for the role of Librarian / Senior Librarian, Law. The position holder will be part of the Instruction and Learning Team and will serve as the primary subject librarian for the Yong Pung How School of Law (YPHSL). The role focuses on course-integrated instruction and out-of-classroom learning, and on providing specialized legal research support to faculty, students, and researchers across LLB, JD, LLM, and PhD programmes.

### ***Requirements***

1. Master's degree in library and information science from a recognized university with a minimum of two years' working experience in an academic or law library would be advantageous
2. Demonstrated knowledge of legal research methods and resources, including the hierarchy of primary and secondary legal sources within Singapore and Commonwealth legal systems.
3. Practical experience with key legal databases including Westlaw, LexisNexis, Lawnet, and HeinOnline.
4. Familiarity with jurisdiction-specific legal citation conventions, including the Singapore Law Reports Style Guide, OSCOLA, and the Bluebook.
5. Working knowledge of key legal concepts and terminology across core areas of Singapore law, including contract, tort, criminal law, arbitration, and administrative law.
6. Awareness of doctrinal and empirical legal research approaches, with the ability to support faculty and students in navigating these methods.
7. Proven ability to design, deliver, and assess information and legal literacy programmes and instruction for individuals and groups at various levels.
8. Understanding of pedagogical and learning methodologies and principles.
9. Familiarity with reference management tools such as Zotero and Mendeley, and the ability to instruct students in their effective use.
10. Ability to address academic integrity considerations, including the responsible use of AI-generated content in legal research.
11. Proven ability to continuously innovate services and processes, particularly using current and emerging technologies.
12. Demonstrated ability to initiate and build collaborative relationships with stakeholders, particularly faculty and students.
13. Excellent communication (verbal and written) and facilitation/teaching skills.
14. Ability to be flexible and adaptable and contribute to a diverse team of staff in a dynamic environment.
15. Personal strengths should include critical thinking, interest in innovation, and flexibility with the ability to work in a team with minimum supervision.

**Responsibilities**

The position holder will be part of the Instruction and Learning Services Team will provide support to the team of Librarians/Senior, manage core programmes, and contribute to unit activities in general, such as:

1. Align, connect, and partner with the YPHSL community and key stakeholders to provide services focusing on Instruction (Course-Integrated) and Learning (Out-of-Classroom Learning).
2. Create, coordinate, and conduct formal learning opportunities (workshops, research skills sessions, etc.) in collaboration with YPHSL faculty to develop students' legal information literacy capabilities and integrate legal information literacy into LLB, JD, LLM, and PhD courses and programmes.
3. Work with Head (Instruction and Learning) and team members to develop strategies for embedding legal information literacy into student learning across the school.
4. Deliver instruction on legal research methods, covering the structure and hierarchy of primary sources (case law, legislation, treaties) and secondary sources across Singapore, Commonwealth, and international jurisdictions.
5. Guide students in selecting and using legal databases including Westlaw, LexisNexis, Lawnet, and HeinOnline for research across different jurisdictions and subject areas.
6. Provide interventions across the student research cycle, covering research strategies, source evaluation, research consultations, and reference management.
7. Review and assess instructional programmes as part of continuous improvement.
8. Design, develop, and deliver out-of-classroom learning programmes on legal research skills for the YPHSL community.
9. Conduct training needs assessments to develop learning activities focused on legal research tools, citation conventions, and information literacy.
10. Support faculty research through reference management guidance, grey literature identification, and curated resource discovery across Singapore, Commonwealth, and international legal sources.
11. Partner with stakeholders to curate events and activities that foster legal research discovery and professional skills development.
12. Manage legal collections and resources that support curricular and co-curricular programmes at YPHSL.
13. Develop and lead student engagement and outreach library services in collaboration with library colleagues and university partners to support and advance student success initiatives.
14. Serve as liaison librarian to YPHSL, modelling best practices and performing all duties of a liaison librarian, including collection development, instruction, and outreach.
15. Lead and/or participate in Libraries-wide initiatives and projects and collaborate with colleagues internal and external to the Libraries.
16. Engage in continuous, self-reflective professional development. Participate in professional activities relating to librarianship. Contribute to the profession through writing and presenting in a variety of contexts.

Details about the position is available [here](#).

***How to Apply***

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