

Position: Librarian (Reference)

Salary: \$53,812 per year

Announcement Date: 3/31/2005

Announcement Number: 05-19

Closing Date: Open Until Filled

This is an excellent opportunity to join a top notch academic Law Library staff. The Electronic Services Librarian acts as the first line of contact for School of Law student computing. This entails, among other things, annually gathering data from student computers regarding MAC addresses, installing anti-viral software, spy ware removal software, tweaking wireless LAN access, and installing printer drivers. All of our law students (approximately 250) are required to own laptops. In addition, the Electronic Services Librarian has primary responsibility for the Law Library's Intranet and Portal pages. Candidates should be creative, personable and possess excellent writing and interpersonal skills.

For a complete job announcement please contact Brian Baker (contact information listed below) for a PDF copy. The UDC Professional Application is available at <http://www.universityofdc.org/detail.php?sid=1&aid=9>. Below is a brief description of the duties and educational requirements.

For more information about this position, please contact:

Brian L. Baker, JD, MLS

Director of the Law Library

& Assistant Professor of Law

UDC David A. Clarke School of Law

Charles N. and Hilda H.M. Mason Law Library

Email: bbaker@udc.edu Voice: 202-274-7354 Fax: 202-274-7311

Brief Description of Duties:

Provides technical support for law students, including troubleshooting system and application software, controlling security settings in policies and registries, and configuring laptops for wifi access, network printers, device drivers and other TCP/IP needs.

Designs, maintains, and updates the Law Library's Internet resources using Windows, Linux, and other Unix based operating systems.

Provides training in the use of electronic reference resources to faculty and students as needed.

Participates in a rotating reference desk schedule with other librarians.

Serves as a faculty liaison to designated faculty members.

Qualifications Required:

A Masters degree or two full years of graduate study in Library Science and one year of specialized experienced is required. Experience in a law library is preferred.

Please submit a UDC Professional Application and Resume to:

Ms. Isabelle McMillian
University of the District of Columbia
Office of Human Resources
Building 38, Suite 301-12
4200 Connecticut Avenue, NW
Washington, DC 20008