As the University of California’s first law school, UC Hastings College of the Law boasts a rich history of achievement in the field of legal education. Established in 1878 and located in San Francisco’s Civic Center district, our vibrant institution provides outstanding instruction for nearly 1,200 students from more than 120 universities and colleges across the country. We also provide an innovative, fun and rewarding work environment for our valued employees. As a member of our team, you will enjoy a warm-hearted, deeply committed group of co-workers and a dynamic community of faculty and students.

ARCHIVES REFERENCE / DIGITAL PROJECTS LIBRARIAN (Part Time)

Law Library

Classification: 9100 / Associate Librarian / Part Time .75 FTE / Exempt
Hiring Salary Range: $41,576 (Step 1) – $47,524 (Step 3) annually (commensurate with qualifications)
Posting Date: March 8, 2013

THE ROLE

Under the general supervision of the Technical Services Librarian, the Archives Reference / Digital Projects Librarian is responsible for providing reference support for library archives-related requests, for developing the Library’s virtual presence in its Digital Repository, and for providing support of the Library’s ongoing technology efforts.

RESPONSIBILITIES

Typical duties and responsibilities consist of, but are not limited to, the following:

- Develop familiarity with the contents of the Library’s Special Collections and provide answers to archives-related reference questions from the Hastings community;
- Assist in coordinating the library’s digital presence, to be housed at our repository on DSPace;
- Serve as back-up administrator for the library’s cloud server, and assist in managing contents, permissions and users on that server;
- Coordinate server-based applications and internal library technology efforts, including content management, discovery tools, access services, and digital collections, working with the Technical Services Librarian to confirm compatibility with our integrated library system;
- Develop standards and guidelines relating to web and server systems;
- Participate in other Technical Services Department activities as requested by the Technical Services Librarian;
- Handles other duties and projects as assigned by the Technical Services Librarian.

REQUIREMENTS

EDUCATION AND EXPERIENCE

- Master’s degree from an ALA-accredited graduate program;
- Work experience in a research or law library.
KNOWLEDGE, SKILLS & ABILITIES
- Familiarity with current trends, standards and emerging technologies in libraries and the web;
- Demonstrated aptitude in the use of technology;
- Knowledge and experience with web architecture, design, and administration including HTML, CSS, and Javascript;
- An understanding and working knowledge of Content Management Systems;
- Excellent interpersonal skills and ability to work cooperatively in a team environment;
- Excellent organizational, written and oral communication skills.

BENEFITS
- Health, Dental and Vision Care Insurance Plans
- Life Insurance
- UCRP Retirement Plan
- Disability Insurance
- Legal Insurance
- Vacation
- Sick Leave
- Paid Holidays
- Credit Union
- Pre-Tax Transport Program

THE HIRING PROCESS
To apply, go to:

Failure to provide the information as required on the application form including attaching a cover letter and a resume may immediately disqualify an applicant from employment consideration.

WHAT TO EXPECT
Applicants who meet the position requirements will be competitively evaluated to identify the individuals whose breadth and depth of experience and education most closely relate to the stated requirements and the needs of the College. Depending on the quality and number of the applications received, only the better qualified applicants may be contacted for an interview. The position is open until filled.

UC Hastings College of the Law is an Equal Opportunity Employer