

GEORGETOWN UNIVERSITY POSITION DESCRIPTION (Staff & AAP) Section I	Position Number	P65943
	Effective Date	9/1/2019

A. General Information

Name of Incumbent (if any):			
Business Title:	Temporary Reference Librarian		
Current Job Profile (if any):	Temporary/Intermittent -- Library (non-exempt)		
Manager Name:	Cattleya Concepcion		
Manager Title:	Head of Reference		
Manager Contact Info:	Phone:	662-9144	Email: cmc462@georgetown.edu
Supervisory Organization Name and Number:	0354-LW-0011 Reference and Teaching		
Type of Position:	Temporary - less than 6 months		
Term Position:	No	Term End Date:	Click here to enter a date.
FTE:	25%		
Emergency Position:	No		

B. Job Description
Please complete the Job Overview, Work Interactions and Requirements and Qualifications specific for this position. The information in this section will be entered in the Position Description for the position in GMS. The Position Description is also used to populate the job posting details from the Job Requisition.

Job Overview

The Reference Librarian provides extensive reference service to the Law Center's faculty and students by participating in the reference desk rotation, conducting individual research consultations, writing research guides, and participating in other law library instructional programs as needed.

The Reference Librarian participates in basic and advanced legal research instruction, Legal Research and Writing liaison program, journal liaison program, faculty liaison program, library tours, and other educational programs.

Work Interactions

Student activity: Shared responsibility with other reference librarians for research assistance at the Reference Desk. At this time the reference department handles approximately 6,000 reference questions each year. Meets with students on a regular basis to provide individualized research advice and instruction.

Requirements and Qualifications

Degree Program (list): Required: J.D. from an ABA-accredited law school or non-U.S. J.D. equivalent. Master's degree from an ALA-accredited school of library and/or information studies or non-U.S. Master's degree equivalent. Expert knowledge of both legal and interdisciplinary research sources and methods including international, foreign, and comparative law. Excellent communications skills.

Practical Experience (years needed and type required):
 Experience with legal research materials, including online legal databases. Awareness of current trends in legal research, library automation and library instructional programs. Preferably one to three years of professional experience in a law or academic library, and experience with teaching legal research.

C. Responsibilities

This section allows you to describe the specific duties performed by the employee in this position. This section should provide detailed tasks tied directly to the summarized duties found in the Job Description above. Effectively used, each section will serve as a space to enumerate the duties grouped within functional categories. List the responsibilities in descending order of importance, and indicate percentage of time required to complete the tasks. Percentages must

total 100%. You must indicate whether a responsibility is Essential (E) or Non-Essential (NE) in order to comply with the Americans with Disabilities Act.

1.	Percentage: 100%	<u>Function</u> Reference Service: The Reference Librarian participates in the reference desk rotation and meets individually with students to advise them on research sources and strategies. Because the interests of the Law Center faculty and students are wide-ranging, including not only law, but also related disciplines, the Reference Librarian must have expert knowledge of both legal and interdisciplinary research sources and methods including international, foreign, and comparative law. Reference service is provided on evenings, weekends, and some holidays, as well as during normal business hours. The Reference Librarian will work scheduled evening and weekend hours and may work some holidays.
	E/NE: Essential	

D. Working Conditions and Physical Demands

In this section, please describe the physical environment in which the incumbent will be working (e.g., outdoors, office setting, mechanical shop, etc.) You may also note any other conditions of the work environment (e.g., odors or lighting) material to the position. Additionally, please select a designation from the following list.

Light: Frequently required to move up to 10lbs weight and walk or stand with operation of controls. Occasionally tasked with moving items weighing up to 20lbs.

E. Staff Supervision

Indicate the number of staff this position will supervise. If none, please select "0."	0
Indicate the number of student employees this position will supervise. If none, please select "0."	0
Will this position be solely responsible for making hiring and firing decisions of the positions it supervises?	No

F. Budgetary Responsibility

If this position is responsible for developing/creating a budget, what is the total revenue for which the position is accountable? If not applicable, please leave the default "0"?	0
If this position is responsible for developing/creating a budget, what is the total expenditure for which the position is accountable? If not applicable, please leave the default "0"?	0
Will this position be solely responsible for making hiring and firing decisions of the positions it supervises?	No
Will this position manage sponsored funds (i.e. grants)?	No

G. Employment Screening

GU requires pre-hire background checks for most administrative positions. Additional checks may be warranted for certain positions.

Does this position direct, manage, or oversee a program(s) that serves minors?	No
Do the job responsibilities include, staying overnight with minors in properties owned or operated by GU?	No
Do the job responsibilities involve regularly spending time alone with minors (individually or in groups)?	No
Is there another reason for requiring a background check for this position?	No

Please use this space to explain the reason(s) for requesting background check and type of check requested (e.g. credit, child protection registry, etc.).

H. Signatures

Incumbent:	
Manager:	
Department Head or Authorizing Authority:	
Finance Partner:	