



Ave Maria School of Law, North Naples Florida

Position Title: Director Law Library
Department: Law Library
Reports to: CEO and Dean
Exemption: Exempt
Location: North Naples, Florida

Overview:

Ave Maria School of Law is an institution dedicated to training the next generation of lawyers in the Catholic intellectual tradition. The Law School is a small but vibrant community and seeks to hire a Director of the Law Library interested in being a participant in, and contributor to, its mission and community.

To fulfill the mission of the Ave Maria School of Law, the Director of the Library provides leadership and management for all aspects of the Law Library; oversees policy development; planning for research collections, space, and services; sets and monitors the Library's budget and sets fiscal policy for the Library in coordination with other personnel at the school; and oversees training and supervision of personnel, policy setting, and staff development. The Director is also either a tenure-track or non-tenure track with opportunity for long-term renewable contracts with responsibilities commensurate with that status.

Essential Duties and Responsibilities:

Administration

- Assesses and provides vision for Library collections and access points.
- Analyzes Library budgets and plans for future resource and access needs.
- Analyzes Law School technology needs, budgets, and resource needs.
- Assists in the preparation and finalization of surveys, questionnaires, and other reports.

Management

- Oversees training, supervision, and development of Library staff.
- Oversees and coordinates legal research processes and policies performed for faculty members, students, and library patrons when necessary.
- Administers Lexis and Westlaw accounts for faculty, staff, and students.

Collection Development

- Sets policies and monitors procedures and processes.
- Negotiates contracts for books, databases, and materials.

Marketing/Public Relations

- Creates the vision for and promotes Library projects.
- Creates awareness of Library goals and objectives.

Teaching/Instructions

- Assists in providing class instruction on legal research and other topics.
- May, at the Dean's discretion, teach courses.

Other duties may be assigned to meet the needs of the organization.

Qualifications:

Required:

- M.L.S. from ALA-accredited library school.
- J.D. from ABA-accredited law school.
- Substantial experience in an academic law library with progressive responsibility for administration.
- Ability to assume a leadership role and to work effectively with Law School administrators, faculty, staff, and students.
- Participation in and knowledge of libraries, the legal profession, and professional organizations.
- Excellent oral and written communication skills.

Desired:

- Experience in teaching law school courses
- Interest in and/or record of publishing in law and/or library fields.

Ave Maria School of Law recognizes the inherent value and dignity of all members of the human family. It values equal opportunity and seeks racial, cultural, and ethnic diversity. The Law School does not preclude admission or retention of students or employees on the basis of race, color, religion, national origin, gender or gender identity, sexual orientation, age, disability, or status as a veteran or disabled veteran. The Law School maintains its Catholic character but is open to persons of all religious faiths who respect the goals of Ave Maria School of Law and whose conduct does not undermine the Law School's religious goals or compromise its Catholic identity.

Benefits: All Ave Maria School of Law Benefits eligible immediately.

Interested applicants should submit their cover letter and curriculum vitae at AMSLFac2@avemarialaw.edu.