



CONCORDIA UNIVERSITY  
SCHOOL OF LAW

## POSITION DESCRIPTION

### Director of the Law Library and Faculty Member

**University Mission:** Concordia University is a Christian university preparing leaders for the transformation of society.

**Unit or Department:** School of Law

**Law School Mission:** The Concordia University School of Law integrates faith, learning, and civic engagement in the search for truth, social justice and an informed voice of reason.

**Position title:** Director of the Law Library and Faculty Member

**Summary of the position:** Concordia University School of Law, Boise, Idaho, will enroll its first class in the fall of 2012. The Director of the Law Library will provide leadership in designing, implementing, assessing, and managing The George R. White Law Library. The successful candidate will be an experienced, entrepreneurial learning specialist who develops and promotes legal information literacy for the School of Law, challenging members of the law school community to grow in their understanding of how to access, evaluate and use information in varying formats. This position also will assume other responsibilities in consultation with the Dean and the Associate Dean for Academic Affairs.

**Concordia University School of Law:** The School of Law is a branch campus of Concordia University Portland, which is part of the Concordia University System affiliated with the Lutheran Church- Missouri Synod. Concordia is a Christian University preparing leaders for the transformation of society.

Based in Boise, Concordia University School of Law is only the second law school in the state of Idaho and is located in close proximity to the largest concentration of the state's law firms, attorneys and legal institutions. We will offer students a range of internship, externship, mentorship and community outreach opportunities for an urban real-world experience to back up a curriculum of foundational and core concepts.

Concordia provides a challenging, yet supportive, learning environment where spirited intellectual inquiry strengthens our commitment to justice, compassion and moral integrity. Concordia University School of Law emphasizes academic rigor, community engagement and ethical decision-making in a Christian context to prepare our graduates for legal, professional and leadership roles of the local, national and global frontier.

**Staff relationships:** This position reports to the Dean of the law school and supervises multiple librarians and library support staff.

**ESSENTIAL RESPONSIBILITIES:**

- Envision and administer all aspects of the Law Library operation including, but not limited to: facility planning; hiring, training, and supervising library personnel; strategic planning and budgeting; policy creation and implementation; information resources development and accessibility management; and instructional, reference, and research services.
- Encourage a strong user-centered philosophy of law library services.
- Represent the library and law school to outside constituencies, including: the regional bench and bar; local, state, and national professional networks, organizations and compliance entities such as ABA and AALL.
- Serve on University and Law School faculty committees.
- Engage in teaching and scholarship appropriate to the position.
- Other duties as assigned by the Dean or in consultation with the Associate Dean for Academic Affairs.

**MINIMUM/PREFERRED REQUIREMENTS/QUALIFICATIONS:**

Minimum requirements:

- JD degree from an ABA-accredited law school.
- MLS degree or equivalent from an ALA-accredited institution.
- Significant professional experience in law library administration.
- Significant relevant management experience.
- Demonstrated knowledge of the research, teaching, and educational needs of law school faculty and students.
- Knowledge and demonstrated ability to use computer information services and data base management.
- Effective communication, interpersonal, and leadership skills.
- Interest in teaching, scholarship, and participation in a quality, Christian legal education community emphasizing community engagement and service learning.
- A commitment to support and implement the mission of the Concordia University School of Law.

Preferred qualifications include:

- Experience in budgeting for management of building and maintaining a law school library, particularly law libraries largely comprised of digital resources.
- Demonstrated knowledge of and experience with professional accreditation eligibility requirements and standards, especially ABA accreditation.

**Physical demands of the position:**

- Repetitive motions sitting at keyboard.
- Ability to lift, pull, grasp, stoop and reach within an office environment.
- Ability to speak and hear.

**Attitude and demeanor of all Concordia University employees:** As part of a work environment that highly values Christian education, educational excellence and service to students, all members of the University community will:

1. Publicly support and endorse the mission of Concordia University and the Concordia University School of Law.
2. Communicate effectively with warmth, sensitivity, and understanding in dealing with administrative colleagues, teachers, students, parents, faculty, college personnel and program associates
3. Work as a team member in a professional environment
4. Possess a “service attitude” (willingness to be flexible to meet the needs of the department)
5. Have a professional physical appearance.

To apply for this position, please submit a curriculum vitae and three references to Jill Thompson, Executive Assistant to the Dean, [jithompson@cu-portland.edu](mailto:jithompson@cu-portland.edu), or mail to Concordia University School of Law, P.O. Box 9758, Boise, ID 83707.

Applications will be received in confidence.