Law Library Peer Reference Assistant (.25 FTE, 10 hours/week)

POSITION ANNOUNCEMENT

The John E. Jaqua Law Library is seeking law students with strong legal research skills, great communication skills, and a commitment to public service to serve as peer reference assistants at the law library research help desk during the law school's 2019-20 academic year. The schedule includes some evenings and Sundays.

The reference assistants help law students and other law library users with legal information sources, including the use of the library catalog, databases, and print and microform sources. Reference assistants also assist library patrons with equipment and work collaboratively with the law librarians.

Additional Benefits to You:

Increase your value as a law clerk with excellent research training and hands-on experience! As a peer reference assistant, you will solidify your knowledge of sound research practice and enhance your client interviewing skills by working directly with those needing help.

Required Qualifications:

- Successful completion of a first-year, ABA-accredited legal research and writing curriculum
- Strong legal research skills, excellent verbal and written communication skills, and a commitment to public service
- Demonstrated library research skills
- Strong analytical and problem-solving skills
- Ability to troubleshoot printing, photocopying, emailing, and instant messaging functions
- Ability to commit to work some evenings and Sundays
- Ability to commit to work throughout the law school 2019-20 academic year

Preferred Qualifications:

- Prior customer service experience, which may include retail
- Prior instruction experience, which may include tutoring
- Advanced training or experience with multidisciplinary research

Eligibility:

University of Oregon law students who have successfully completed one year of law school and who will be registered in the JD program in fall 2019.
Starting Date:  August 26, 2019.

Salary:  starting at $12/hour; Work-study preferred, but not required

Application Deadline:  This position is open until filled.  The priority deadline for applications is Sunday, April 28th.  Send a cover letter, resume, and current law school transcripts (unofficial transcripts from Duckweb will suffice) to Kelly Reynolds, Law Reference Librarian, kellycr@uoregon.edu.