Electronic and Digital Resources Student Assistant

**Job Function**

This position assists with maintaining electronic resources and providing research support for the Law Library in a courteous and professional manner. This is a part-time 20 hour/week position. It is under the supervision of a Law Library Faculty member.

The first priority of all members of the Law Library team is to serve the Law Library and Law School's faculty, students and other customers. This job description sets minimum standards and team members willperform whatever tasks are assigned by supervisor(s) with the goal of first-class customer service. Team members will be readily available, visible, and accessible to faculty, students, and other customers. Every effort will be made to answer inquiries and provide proactive assistance. If unable to answer an inquiry, the team member will assure another member of the law library team that provides assistance.

**Duties and Responsibilities**

* Digitize materials for the Institutional Repository;
* Assists in databases and electronic services maintenance;
* Creates and updates research guides;
* Pre-process institution repository collections;
* Assists with the grading of LP and for-credit course assignments;
* Performs other duties as assigned.

**Supervision Received/Given**

Thisposition reports to the Electronic & Digital Services Librarian.

**Minimum Qualifications**

Proficiency in data entry and word processing;

Reliable and meticulous attention to details;

Ability to work well with others or independently.

**Preferred Qualifications**

A rising second-year Law Student who has an interest in Legal Research;

Knowledge of legal bibliography, including legal terminology and legal reference sources;

Knowledge of electronic and print law library resources.