Job Description

Associate Director for Educational Programs, Biddle Law Library

Penn Law is one of the nation’s oldest and most distinguished law schools. We offer a distinctive cross-disciplinary legal education, drawing on the depth and breadth of the University of Pennsylvania. The resulting intellectual opportunities and professional relationships bridge traditional boundaries and disciplines, making Penn Law an extraordinary supportive academic community for its scholars and students alike.

Description:

The Associate Director for Educational Programs is responsible for designing, overseeing, and teaching, along with other librarians, the Law School's for-credit legal research courses and the Biddle Law Library's extensive research instruction offerings. These programs include research instruction in the first year Legal Practice Skills course, the LLM Legal Research and Writing course, Advanced Legal Research, the Master in Law online legal research course, instructional support for seminars, student journal activities, and the library's own formal non-credit research instruction offerings.

Duties:

- Designing the curriculum for the various credit and non-credit instruction programs, evaluating the success of existing instruction, overseeing the teaching provided by other librarians, and promoting instructional programs to both the faculty and students.
- Work with other law school departments to identify the instructional needs of the law school’s various programs, including the Center on Professionalism, the Graduate Program, and the Legal Programs Department.
- Serves as a member of the senior management team advising the director of the library,
- participates on library committees and in other activities that advance the library's mission and promote the role of the law library within the law school.
- Provides reference support to a select number of faculty.

Required Qualifications:

JD and MLS degrees required with 5-7 years’ experience or equivalent combination of education and experience.

To apply: https://jobs.hr.upenn.edu/postings/42871

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