

**FACULTY DOCUMENT ASSISTANT  
(PHONE PAGE)**

**What Phone Pages Do:**

- Monitor and respond to requests from the University of Michigan Law Faculty for legal and interdisciplinary documents and publications
- Learn to expertly locate and retrieve all types of legal materials including U.S., foreign and international cases, statutes, regulations, legislative documents, journal articles and books, as well as interdisciplinary academic research materials
- Work approximately 10 hours per week during regular business hours (M-F; 9 am to 6 pm). Full time positions are available during the Spring/Summer Terms

**What Phone Pages Get:**

- Practical legal research skills in many areas of law for all jurisdictions (U.S. federal and states law, public and private international law, foreign law in both civil and common law jurisdictions)
- Expert guidance in finding legal and non-legal materials in a variety of formats from the Phone Page supervisor and all Reference Librarians (all with J.D. degrees)
- Training in research strategies and tools

**Required Qualifications:**

- Currently enrolled as a University of Michigan Law student **or** currently enrolled as a graduate student in the University of Michigan School of Information.
- Ability to work collaboratively and independently
- Ability to follow directions and pay close attention to detail
- Ability to learn to work with bibliographic records in the library catalog
- Critical thinking and self-assessment skills
- Interest in learning and developing research skills

**Desired Qualifications:**

- Public/customer service experience
- Experience with the various library systems on campus
- Applicants with a J.D. or J.D. candidates are preferred

**How to Apply:**

- 1) Read the information and complete the application form at the following url:  
<http://www.law.umich.edu/library/about/Pages/Law-Library-Jobs.aspx>
- 2) Send Resume and availability form to: [lawlibraryjobs@umich.edu](mailto:lawlibraryjobs@umich.edu)

**Pay rate:** \$12.00/hour