What Reference Desk Assistants Do:

- Provide informational, directional, reference and research assistance to researchers, attorneys, and others
- Assist library users with all aspects of reference service, including use of the library online catalog, general reference questions, use of library resources, research strategies, and simple database searches (e.g. Lexis, Westlaw, and WorldCat)
- Conduct reference interviews and refer patrons to library and campus resources as appropriate (e.g. to research guides, to professional reference staff, or to other campus libraries)
- Work under the supervision of a dual-degreed reference librarian (JD, MLS) who will provide training
- Work approximately 10 hours per week; hours are scheduled between 8am and midnight, 7 days/week

What Reference Desk Assistants Get:

- Practical legal research skills in many areas of law for all jurisdictions (U.S. federal and state law, public and private international law, foreign law in both civil and common law jurisdictions)
- Work closely with the Reference Desk supervisor and Reference Librarians (all with J.D. degrees) to develop legal research skills and knowledge of a wide variety of legal sources
- Training in research strategies and tools
- Ability to develop enhanced written and oral communication skills

Required Qualifications:

- Open to University of Michigan Law Students who have completed two semesters of Legal Practice (first year legal research and writing course for J.D. students) and all required first-year courses, OR students in other University of Michigan graduate programs who have earned a J.D. degree from an ABA-accredited law school in the United States
- Excellent written and oral communication skills
- Full understanding of the U.S. legal system, including primary sources of law
- Ability to learn to work with bibliographic records in the library catalog
- Attention to detail
- An interest in learning and developing research skills
- Critical thinking and self-assessment skills
- Willingness to learn and ask questions

How to Apply: Complete the application form at: [http://www.law.umich.edu/library/about/Pages/Law-Library-Jobs.aspx](http://www.law.umich.edu/library/about/Pages/Law-Library-Jobs.aspx). Email availability form and resume to lawlibraryjobs@umich.edu

Pay Rate: $12.00/hour

Applications will be accepted until all positions are filled.

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