Associate Director of Law Practice (10007839)

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Type: Full-Time
Posted: 2 days ago
Category: Law and Legal Studies
Job Description

Position Summary:

The Associate Director of Law Practice leads the development and implementation of law library programs and initiatives to prepare students for the practice of law. In alignment with the mission of the Law School and strategic priorities of the University Library, the incumbent will partner with stakeholders to identify opportunities for student skill development and lead the law library's efforts in creating collaborative solutions for meeting those opportunities.

The Associate Director of Law Practice also provides legal reference and research services to law library patrons; provides research support to law faculty through the law library's liaison program; develops instructional materials and teaches legal research in the required first-year Legal Writing and Research Program; teaches upper-division legal research courses; develops and teaches other instruction-based programs; updates and maintains online research support materials; participates in collection development; supports institutional initiatives and collaborates with colleagues across units to support the research and learning mission of the University; works within the law library as well other campus libraries and University to explore emerging technologies in academic libraries, law libraries and the legal field; and promotes library programs and resources both internally and externally.

This position reports to the Director of the Law Library.

About the Work Unit:

The Jean and Alexander Heard Libraries are fundamental to the university's goal of advancing scholarship and learning. We collect, preserve, and make accessible a wide variety of resources. We partner with faculty and students to shape research, and we encourage the development of informed scholars and engaged citizens.

The Alyne Queener Massey Law Library offers a broad range of expertise, resources and services that enable the Law School to carry out its mission of scholarship and learning. The Law Library is designed to meet the modern information needs of the Vanderbilt community, providing ready access to library, media, and technology services, and a world-class collection.

Key Functions and Expected Performance:

Lead the development and implementation of law library programs and initiatives to prepare students for the practice of law.

Coordinate with liaison librarians to provide bespoke support across various law school departments and curricular programs to support the law school's efforts to prepare students for the practice of law.

Develop course materials and teach legal research in the required first year Legal Writing and Research course.

Train students on the use of AI and other emerging technologies in the practice of law.

Provide reference services to Vanderbilt Law School students and faculty as well as the larger Vanderbilt University community.

Provide research support to law faculty through the law library's liaison program.

Teach in upper-division legal research courses, seminars, and academic programs as needed.

Create and update online research guides, tutorials, and other web content.

Serve on University Library committees and work with colleagues in other campus libraries and University departments in support of the University's mission for radical collaboration and interdisciplinary scholarship and learning.

Participate in professional organizations and engage in scholarly activities at the local, regional, national and/or international level.

Take part in collection development.

Manage additional projects and performs other duties as assigned.

Supervisory Relationships:

Indirect supervision of other law librarians in the development and implementation of programs and initiatives to prepare students for the practice of law.

Education and Certifications:

Minimum education required: JD from an ABA-accredited institution and MLS (or equivalent) from an ALA-accredited institution

Experience and Skills:

Law practice experience.

Experience teaching legal research.

Expertise in legal bibliography and legal research methodologies.

Outstanding communication skills and a demonstrated ability to effectively teach and present.

Understanding of generative AI and LLMs and interest in the creative use of these tools.

Knowledge or interest in emerging technologies and/or legal technologies.

Demonstrated ability to work both independently and collaboratively.

About Us

At **Vanderbilt University** , our work - regardless of title or role - is in service to an important and noble mission in which every member of our community serves in advancing knowledge and transforming lives on a daily basis. Located in Nashville, Tennessee, on a 330+ acre campus and arboretum dating back to 1873, Vanderbilt is proud to have been named as one of "America's Best Large Employers" as well as a top employer in Tennessee and the Nashville metropolitan area by Forbes for several years running. We welcome those who are interested in learning and growing professionally with an employer that strives to create, foster and sustain opportunities as an employer of choice.

We understand you have a choice when choosing where to work and pursue a career. We understand you are unique and have a story. We want to hear it. We encourage you to apply today so that you might become a part of our story.

Vanderbilt University is an equal-opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, or status as a protected veteran, or any other

characteristic protected by law.

Job Info

- Job Identification 10007839
- Posting Date 01/22/2026, 12:58 PM
- Locations Nashville, TN, United States
- Apply Before 01/27/2026, 02:00 PM
- Job Schedule Full time
- Job Category Library & Museum Services
- Job Function Library Services
- Management Level Management 1

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