Now Hiring: Sample Job Advertisements for Law Library Research Assistants

Georgetown:

The library's Research Services Department is seeking several part-time research assistants for the spring semester. Research assistants conduct research for Georgetown Law faculty members on a wide variety of topics. Hours are somewhat flexible but research assistants must work during the normal working week. Applicants must be 2 or 3Ls and must have superior research skills, including ability to use traditional print sources, Westlaw, Lexis and other electronic databases. Interested students should provide a resume and cover letter to Thanh Nguyen, Research Services Librarian, Edward Bennett Williams Library, Room 204C, or via email at nguyent2@law.georgetown.edu.

Washington and Lee:

Title: Research Assistant Positions Available

The Law Library seeks second- or third-year law students to serve as Andrew W. McThenia, Jr. Faculty Research Assistants.

McThenia RAs will work up to 10 hours per week on research projects for various members of the W&L Law faculty, assigned and reviewed by librarians. Compensation will be at an hourly rate of $9.50 for actual hours worked. Positions for the fall semester are available beginning in September, preferably continuing through the end of the academic year. Students with experience in a range of legal and scholarly research tools and techniques are especially encouraged to apply, as are those with an interest in working closely with professors beyond the classroom.

To apply, please submit your resume and a cover letter presenting your interest and relevant experience to Andrew Christensen, Faculty Services Librarian, at christensena@wlu.edu. Send any questions about the position to the same address.

Richmond:

The Law Library is hiring several research assistants to work on a variety of research projects for the Law School administration, faculty, and the library. The RAs will be assigned as a pool to work on projects assigned by the reference librarians that are received from faculty. Projects may encompass a wide variety of legal topics and may extend into related subjects (e.g., economics, history). Likely types of assignments may include compiling bibliographies, literature reviews, legislative histories, cite checking, and drafting memoranda to faculty.

Candidates should have excellent research and writing skills, attention to detail, and a strong work ethic. Students who majored in history or other subjects in which they performed significant research and scholarly writing are preferred.

Successful students hired for the summer may be offered further employment opportunities for the fall and spring semesters.