Firm/Company Name Ballard Spahr LLP

(Send copy of firm logo for posting)

Job Title [Position]:	Information Access Services Sp	**Job Category:**	Non-Legal
Department/Group:	Research and Intelligence Cent	**Posted By:**	Gina Emery-Duplechan
Location:	1735 Market Street, Philadelphi	**Travel Required:**	
Level/Salary Range:	Negotiable	**Position Type:**	[i.e.: full-time, part-time, etc.] Full-Time
HR Contact:	Gina Emery-Duplechan	**Date posted:**	3/18/2019
Reports to:	Manager, Information Access S	**Posting Expires:**	[i.e., 30-days] 60 days

Applications Accepted By:

Fax or E-mail: 215.525.5096 **Attention:** Gina Emery-Duplechan	**Mail:** 1735 Market Street Philadelphia, PA 19103

Job Description

Brief Summary:

The Research & Intelligence Center of Ballard Spahr is looking for an Information Access Services Specialist to join its team to support firm-wide activities related to resource management and development, information sharing and department administration. Under the direction of the Manager, Information Access Services, the Specialist handles acquisitions and invoice processing, and assists with cataloguing as well as serials and circulation control; assists with activities that support information sharing, such as checking for broken links and assisting with trouble-shooting; and handles department administrative activities, such as scheduling meetings and renewing professional memberships.
This position is located in Philadelphia. The shift must cover M-F either 9 a.m. to 5 p.m. or 10 a.m. to 6 p.m. ET.

Duties:

Skills/qualifications:

The ideal candidate will have a Masters in Library Science or equivalent degree from an ALA accredited school and one or more years of experience providing support for information access services (resource management and development) in a fast paced professional environment with law firm experience strongly preferred. A relevant advanced degree may be substituted along with substantial experience.

[NOTE: Attach separate sheet(s) as necessary with the complete job description]