**Job Title:** Faculty Research Assistant (Library RA Pool)

**Status:** Casual

**Hours:** Up to 8 hours maximum per week during the school year

**Salary:** $16/hr

**Reports to:** Reference and Research Librarian

**Job Description:**

* On-demand research assistance to faculty for short-term research projects
* Research will require working with print and online primary and secondary legal materials and non-legal materials in consultation with the Reference and Research Librarian
* RAs will work directly with faculty to work out the scope of the research and to communicate the results of their research. Legal analysis of the product of research may be required.
* RAs may also be asked to help format scholarship to ready it for publication.

**Qualifications:**

* Superior ability to effectively communicate in writing; attention to detail; strong analytical and organizational skills.
* Superior research skills, including knowledge of online databases and print materials. Students who have prior legal research experience or who have completed the Advanced Legal Research and Writing course will be preferred.
* Ability to effectively interact with faculty; tact, initiative, good judgment and patience.
* Demonstrated judgment to handle confidential matters.

**Desired Class Level(s):** 2L, 3L/4L, LLM, SJD

**How to apply:**

Please submit cover letter, résumé, undergraduate transcripts and graduate transcripts to Alexia Loumankis, [alexia.loumankis@utoronto.ca](mailto:alexia.loumankis@utoronto.ca)

**Requested Documents:**

* Résumé
* Cover Letter
* Unofficial Transcripts

**Applications Accepted Until:** Friday, September 20, 2019