

USC Libraries

**Head, Norris Medical Library (#350)
University of Southern California
Requisition ID: 20072325**

POSITION SUMMARY

The University of Southern California (USC) Libraries seek an experienced, innovative, and service-focused professional to serve as the Head of the Norris Medical Library. The head reports to a director who oversees a cluster of related libraries and who reports to the Associate Dean for Public Services. The Head will ensure that the scope of the Library's services and collections aligns with the educational, clinical, and research goals of the Health Sciences Campus, the University, and the USC Libraries' strategic plan. The Head will collaborate with other USC Libraries units, and with academic, clinical, and research units at the University in support of research, teaching, and patient care.

We seek candidates who are engaged in their profession and have a passion to develop transformative library services, who are creative in identifying and solving problems within a collegial and collaborative environment, and who have the leadership expertise to bring those solutions to fruition. The successful candidate must be knowledgeable about current trends in health sciences libraries and be able to apply this understanding to make a significant, positive impact on the USC community.

THE UNIVERSITY OF SOUTHERN CALIFORNIA

The University of Southern California is one of the world's leading private research universities. An anchor institution in Los Angeles, a global center for arts, technology, and international business, USC's diverse curricular offerings provide extensive opportunities for interdisciplinary study and collaboration with leading researchers in highly advanced learning environments. With a strong tradition of integrating liberal and professional education, USC fosters a vibrant culture of public service and encourages students to cross academic as well as geographic boundaries in their pursuit of knowledge. For more information, visit www.usc.edu.

USC LIBRARIES

The USC Libraries support the discovery, creation, organization, dissemination, and preservation of knowledge. We develop and deliver collections, services, and programs that support and encourage the academic, research, clinical, and creative endeavors of our community; cultivate an inclusive community of intellectually curious, critical thinkers; and help develop engaged, informed global citizens. Through these means, we participate in the continuing success of the University of Southern California as a private, global research institution committed to the greater, public good.

The USC Libraries comprise Doheny Memorial Library and many specialized libraries, including the Norris Medical Library and the Wilson Dental Library, with an operating budget of approximately \$41 million. Library faculty and staff throughout the organization—committed to core values of inquiry, ingenuity, integrity, and inclusiveness—work to advance consequential engagement with our academic and arts communities. For more information on how our libraries support critical, creative, and ethical habits of mind at USC, visit libraries.usc.edu.

NORRIS MEDICAL LIBRARY

The Norris Medical Library is an academic health sciences library located on the USC Health Sciences

Campus. The Library serves the Schools and Departments of Medicine, Pharmacy, Nursing, Occupational Science/Occupational Therapy, Biokinesiology/Physical Therapy, Physician Assistants, and Public Health. It also provides information support to USC's Keck Medical Center and USC clinical faculty located in various other medical centers. The library is strongly user-focused and committed to providing faculty, students, and staff with access to a wide variety of electronic information resources, including books, journals, bioinformatics tools, databases, evidence-based resources, and mobile resources. The library contains 101,227 volumes and licenses 1,776 current electronic journals, in addition to having access to the entire USC Libraries collections. The staff of 18 includes 10 librarians. For additional information, visit nml.usc.edu.

The Health Sciences Campus, which is 8 miles from the University Park Campus, is home to top-ranked biomedical translational research, including institutes such as the Alzheimer's Therapeutic Research Institute, the Broad Center for Regenerative Medicine and Stem Cell Research, the Stevens Neuroimaging and Informatics Institute, and the Zilkha Neurogenetic Institute. Many of the professional schools and programs are also ranked at the highest level and are innovators for their professions, including the degree programs for Occupational Therapy, Physical Therapy, Pharmacy, and Regulatory Sciences.

RESPONSIBILITIES AND DUTIES

The Head will:

- Provide vision and strategic direction with a forward-thinking mindset in the context of the USC Libraries strategic plan, the University's strategic vision, and the health sciences environment
- Establish fiscal, resource, and programmatic priorities
- Advocate for the libraries and maintain relationships with stakeholders within and outside of the University and USC Libraries
- Maintain an organizational culture of mutual respect, collaborative teamwork, and a high standard of excellence
- Investigate alternative funding sources such as grants and work with the appropriate offices to apply for and secure funding
- Ensure the libraries' resources and services fully support the educational, research, and clinical missions of the health sciences schools and departments
- Assess and re-design services and organizational structures based on changing needs of users, the campus, and the libraries while emphasizing user focus
- Collaborate with other USC Libraries for public services and technical services
- Provide research and consultation services
- Engage in professional and/or subject discipline organizations, research, or publishing that will have a significant, positive impact on the Norris Medical Library, and advance the USC Libraries' strategic plan and the University's strategic vision
- Duties include weekend and evening hours.

EXPERIENCE AND QUALIFICATIONS

Minimum qualifications: MLS from an ALA-accredited program or non-U.S. equivalent is typically required for a librarian appointment at USC. In addition, candidates must provide examples of:

- At least four years of increasingly responsible professional experience in health sciences or related libraries
- Supervisory and leadership experience
- Demonstrated record of effecting change in complex information environments
- Excellent oral and written communication skills

- Excellent organizational skills, including ability to comply with policies and procedures, manage multiple priorities and meet deadlines.

Desirable qualifications:

- Experience in academic health sciences or other medical libraries
- Experience in supporting health sciences researchers across the research life cycle
- Understanding of the depth and breadth of health information concepts
- Experience with fundraising and grant writing
- Demonstrated success at engaging with academic stakeholders and administrators within the communities being served by the library.

FACULTY APPOINTMENT RANK/SALARY

Rank: Assistant University Librarian

Librarians at USC have faculty status. This is a full-time, continuing appointment track position. Appointment to the continuing appointment track requires the potential to meet the University's criteria for granting continuing appointment—excellence in librarianship—which librarians achieve by having a significant impact on the development and/or implementation of high-quality collections and/or services. Additionally, librarians must demonstrate the expectation of continued excellence and growth in profession expertise. Rank and salary commensurate with experience and qualifications.

BENEFITS

Benefits include a choice of retirement programs, 22 paid vacation days per year, university holidays, a choice of medical and dental plans, and tuition assistance (for employees and eligible dependents). For more information about benefits, see benefits.usc.edu.

APPLICATION PROCEDURE

Applications must be submitted via USC's online faculty application website:
<https://facultypositions.usc.edu/FAS/application/position?postingId=REQ20072325>

As part of the application, candidates must upload one document file (PDF) that contains the following: 1) a cover letter, 2) a curriculum vitae (including telephone and e-mail address), 3) a list of at least three references that includes the name, address, telephone number, and e-mail address for each referee, and 4) A statement on fostering an environment of diversity and inclusion (no longer than one-page in length).

Closing date for applications: open until filled.

For more information about this position, contact Janis Brown, Chair of the Search Committee, at email jbrown@usc.edu

USC is an equal-opportunity educator and employer, proudly pluralistic and firmly committed to providing equal opportunity for outstanding persons of every race, gender, creed, and background. The university particularly encourages members of underrepresented groups, veterans, and individuals with disabilities to apply. USC will make reasonable accommodations for qualified individuals with known disabilities unless doing so would result in an undue hardship. Further information is available by contacting uschr@usc.edu.

3/20/19