POSITION SUMMARY

The University of Southern California (USC) Libraries seek an innovative, service-oriented librarian to join the Science & Engineering Library. The librarian will provide expert in-person and virtual reference, instruction, and outreach services in addition to developing and managing collections in the sciences and engineering disciplines with an emphasis on chemistry, chemical engineering and materials science. The librarian will establish effective communication channels within assigned disciplines and will identify and address the learning, teaching, and research needs of USC students, faculty, and staff.

The position requires a commitment to developing student-focused services and a combination of skills and confidence that will contribute to the transformation of instruction, outreach, reference and collections at USC Libraries, an institution that values serving a culturally diverse community. We seek candidates motivated by a passion to develop transformative library services, an investment in the future of librarianship, and who are expected to be creative in identifying and solving problems within a collegial and collaborative environment. The successful candidate must be knowledgeable of current relevant library and scholarly information trends and practices, 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, USC is ranked second in the country in enrollment of international students and offers extensive opportunities for internships and study abroad. 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 actively support the discovery, creation, and preservation of knowledge. We develop collections and services that support and encourage the academic endeavors of faculty, students, and staff; build a community of critical consumers of information; and help develop engaged world citizens. Through these means, we contribute to the continued success of the University of Southern California. The USC Libraries includes the Doheny Memorial Library and fourteen specialized libraries with an operating budget of approximately $41 million. Library collections encompass over 4.2 million volumes, 5.9 million microforms, 3.1 million images, 49,300 linear feet of manuscripts and archives, with access to over 113,800 serials in print and electronic formats, and nearly 724,000 e-books. The USC Science and Engineering Library serves the science departments of the Dornsife College of Letters, Arts, and Sciences and the Viterbi School of Engineering as a research and learning environment which provides seamless access to both digital and print collections, and essential library services. Science and engineering holdings include a 100,000 book collection, with a heavy emphasis on acquiring online access to journals and books. For more information, visit www.usc.edu/libraries.
RESPONSIBILITIES AND DUTIES

Reporting to the Head, Science & Engineering Library, the Science and Engineering Librarian will:

- Provide teaching and research-focused information services, including developing and conducting instruction programs focused on advanced resources for undergraduate and graduate level physical sciences and engineering students
- Collaborate with other subject librarians and staff to provide effective reference, instruction, and outreach services for USC undergraduate and graduate students, faculty, and staff
- Conduct more generalized instruction for USC’s international student population and students in the USC Writing Program
- Work collaboratively with other subject selectors, faculty, and students on collection development activities by selecting print and electronic databases, serials, books, and other formats, as appropriate, primarily in chemistry, chemical engineering, materials science, petroleum engineering, and in other disciplines, as assigned
- Assess the learning and research needs of faculty and students in the sciences and related engineering departments and research centers, and identify ways to meet them
- Develop appropriate resources, services, and communication channels to further the academic and research endeavors of faculty, staff and students in the science and engineering field
- Create and maintain library web pages and research guides related to subject responsibilities and incorporate appropriate technologies and techniques to deliver services
- Participate in library and other committees as assigned
- Stay up-to-date on relevant library and scholarly information trends and practices and be able to apply this knowledge to have a significant, positive impact on the Science & Engineering Library, designated subject disciplines and services, and the advancement of 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:

- Two or more years of experience working with specialized print and online information resources required for science and engineering related research in an academic or research library
- B.S. in chemistry or other related areas in physical sciences, such as chemical engineering, material science, petroleum engineering, etc.
- A commitment to a strong public service orientation within an academic or research library setting
- Knowledge of current professional trends, especially those relating to collection development, reference and instructional services to a diverse population on and off campus
- Effective oral and written communication skills

Desirable qualifications: In addition, the successful candidate will possess a mix from among the following:

- Master’s degree in the sciences or engineering, (preferably chemistry-related)
- Experience providing reference, information literacy instruction, collection development, and/or outreach services
- Knowledge of and recent experience in the use of instructional technology to improve learning outcomes
- Experience using tools for web authoring, social computing and online collaboration; knowledge of trends and policy issues related to digital technology and electronic resources
• Engagement in professional and/or subject discipline organizations, research, or publishing that will have a significant, positive impact on the provision of service to the USC Libraries.
• Knowledge of and experience with trends in data management and scholarly communication

APPOINTMENT RANK/SALARY

Rank: Open Rank

Continuing Appointment track: rank and salary commensurate with experience and qualifications. This is a full time appointment. Librarians at USC have faculty status. Appointment to the continuing appointment track requires the potential to meet the university’s requirements for the granting of continuing appointment, which is based on demonstrated excellent performance and the expectation of continued excellence and growth in professional expertise. For more information on Guidelines on Criteria and Qualifications for the Appointment, Promotion and Continuing Appointment of Librarians on the Continuing Appointment Track, see: http://www.usc.edu/libraries/about/faculty/documents/Criteria_document07152008.pdf

BENEFITS

This position is full-time on a 12-month contract. 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: http://www.usc.edu/benefits

APPLICATION PROCEDURE

Applications must be submitted via USC’s online faculty application website: http://jobs.usc.edu/postings/60451

As part of the application, candidates must upload one document file (Word or PDF) that contains the following: 1) a cover letter, 2) a curriculum vitae (including telephone and e-mail address), and 3) a list of at least three references that includes the name, address, telephone number, and e-mail address for each referee.

Closing date for applications: Open until filled

For more information about this position, contact Linda Weber, Chair of the Search Committee, at lindaweb@usc.edu

USC values diversity and is committed to equal opportunity in employment. Women and men, and members of all racial and ethnic groups, are encouraged to apply.

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