

USC Libraries

**Business Librarian (#348)
University of Southern California
Requisition ID: 20065006**

POSITION SUMMARY

The University of Southern California (USC) Libraries seek an innovative, service-oriented librarian to join the Gaughan & Tiberti and Accounting Libraries. Reporting to the Head, Business and Accounting Libraries, the Business Librarian will provide research, instruction and support services to the faculty, staff, and students of the Marshall School of Business, Leventhal School of Accounting, and others at the university who use business information. The Business Librarian will provide consulting services on using electronic and library resources, provide instruction in the use of business resources, conduct specialized research, and support Marshall Academic Information Services.

This 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. We seek candidates motivated by a passion to develop transformative library services and invested in the future of librarianship. The successful candidate is 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. Duties include weekend and evening hours.

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 Health Sciences Libraries, 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.

GAUGHAN & TIBERTI LIBRARY AND ACCOUNTING LIBRARY

The Gaughan & Tiberti Library has evolved from a print-based collection to one that emphasizes electronic information resources and expert research assistance. The Accounting Library supports the students and faculty of the Leventhal School of Accounting, which is part of the Marshall School. Both libraries offer a rich array of electronic resources and services to patrons both onsite and virtually. For more information about the libraries and their electronic resources, see: www.marshall.usc.edu/library

MARSHALL SCHOOL OF BUSINESS & LEVENTHAL SCHOOL OF ACCOUNTING

The Marshall School of Business offers Ph.D., MBA, and BS degrees and has a large executive education program. U.S. News & World Report has cited Marshall's undergraduate education as one of the best in America, while MBA program is consistently ranked among the top 30 of all U.S. Business schools. The School provides significant support to the library for electronic resources; library staff work closely with Marshall Faculty to ensure that the School's information needs are being met. For more information about the Marshall School of Business, see: <http://www.marshall.usc.edu/>

The Leventhal School of Accounting is a recognized leader in accounting education. The Leventhal School provides the essentials of a modern accounting education emphasizing group dynamics, analytic reasoning, and strong communications skills. For more information about the Leventhal School of Accounting, see: <http://www.marshall.usc.edu/leventhal/>

RESPONSIBILITIES AND DUTIES

Reporting to the Head, Business and Accounting Libraries, the Business Librarian will

- Provide in-person, virtual reference, and research consultation services
- Support teaching and research-focused information services, including developing and conducting instruction programs focused on advanced resources at the undergraduate and graduate levels
- Work collaboratively with other subject selectors, faculty, students on collection development activities by selecting and/or recommending print and electronic databases, serials, books, and other formats in assigned disciplines
- Develop appropriate resources, services, and communication channels to further the academic and research endeavors of faculty, staff and students in the fields of business
- Create and maintain library web pages and research guides related to subject responsibilities and incorporate appropriate technologies and techniques to deliver services
- 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 Gaughan & Tiberti Library, designated subject disciplines and services, and the advancement of the USC Libraries' strategic plan and the University's strategic vision
- Participate in library and other committees as assigned
- Engage in professional and/or subject discipline organizations, research, or publishing that will have a significant, positive impact on the Business unit, and advance the USC Libraries' strategic plan and the University's strategic vision
- Provide evening and weekend service as assigned.

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 evidence of:

- Experience in working with specialized print and electronic information resources
- Strong commitment to diversity, equity, respect and inclusion

- Strong commitment to public services and user-centered reference and instructional services within an academic or research library setting
- Ability to manage multiple priorities and meet deadlines
- Effective oral and written communication skills
- Experience in solving problems independently and collaboratively
- Knowledge of current professional trends, especially those relating to reference, collection development, and instructional services to a diverse population on and off campus.

Desirable qualifications:

- Bachelors and/or a graduate degree in business, accounting, economics or related discipline
- Two or more years of experience in working in an academic, research or corporate library
- Experience with numerical datasets and/or statistical analysis
- Experience with analytic software such as Python or R, or visualization tools/software
- Experience managing projects in a library, academic, or information environment
- 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 community.

FACULTY APPOINTMENT RANK/SALARY

Rank: Open Rank

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.

For more on criteria and qualifications for the appointment, promotion and continuing appointment of librarians at USC, visit: https://libraries.usc.edu/sites/default/files/criteria_document07152008.pdf

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=REQ20065006>

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 Helga Haraldsson, Chair of the Search Committee, at haraldss@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.

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