

USC Libraries

**Systematic Review Services Coordinator/Medical School Liaison Librarian
Norris Medical Library (#352)
University of Southern California
Requisition ID: 20074654**

POSITION SUMMARY

The Norris Medical Library at the University of Southern California (USC) seeks a dynamic, collaborative, and service-focused professional to serve as the Systematic Review Service Coordinator/Medical School Liaison Librarian. The librarian reports to the Associate Director, Research Services. The librarian will lead the library's systematic review service and its team working towards continuous improvement to better serve the research population on the Health Sciences Campus. As the medical school liaison, the librarian will work closely with the Keck School of Medicine to further integrate information literacy into all years of the medical school curriculum. The librarian will collaborate with others at the Norris Medical Library, as well as colleagues in the USC Libraries.

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 are committed to high quality user experience. 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, with an operating budget of approximately \$42 million, comprise Doheny Memorial Library and many specialized libraries, including the Health Sciences Libraries. Among our libraries' collecting strengths are the areas of our Collections Convergence Initiative: the Holocaust and genocide and exile studies; the history of Los Angeles and Southern California; LGBTQ history and culture, particularly relating to West Coast activities and activism; East Asian languages and cultures and Asian American history in the United States; and cinema, music, and the production of popular cultures. 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

Reporting to the Associate Director, Research Services, the Systematic Review Services Coordinator/Medical School Liaison Librarian will:

- Lead systematic review service including setting policies and procedures and assessing service value
- Train systematic review team members to ensure quality of service
- Coordinate with other units for systematic review-related support, e.g., interlibrary loan, full-text retrieval
- Conduct systematic reviews and assign reviews to others
- Work collaboratively with faculty to design and teach curriculum-integrated instruction for the medical school curricula, primarily related to the MD degree
- Attend faculty curriculum committee meetings and participate in new curriculum development for the Keck School of Medicine MD program.
- Provide reference service and in-depth consultations
- Collaborate with colleagues within the USC Libraries
- Stay current with trends in medical education and in systematic review processes
- 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 strategic plans of the USC Libraries and the university
- Duties may 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 years of experience working on systematic reviews
- Effective oral and written communication skills
- Excellent organizational skills, able to manage multiple priorities and meet deadlines
- Ability to work both collaboratively and independently in a fast-paced environment
- Demonstrated commitment to continued professional development

Desirable qualifications:

- Demonstrated leadership and management of a team or service
- Evidence of participation in research teams as a peer, such as publication record, preferably including a systematic review
- Experience in using citation management software, such as EndNote or Mendeley
- One year of experience in instruction and reference in an academic library setting
- Experience teaching adults using emerging technologies and evidence-based instructional methods
- Familiarity with evidence-based practice (EBM), including clinical teaching, clinical care, and EBM resources, including their utility/validity
- Experience in developing collaborations and outreach external to the library.

FACULTY APPOINTMENT RANK/SALARY

Rank: Open

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=REQ20074654>

As part of the application, candidates must upload the following documents (PDF format): 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 Jennifer Dinalo, Chair of the Search Committee, at email dinalo@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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