

USC Libraries

**Head of the East Asian Library (#357)
University of Southern California
Requisition ID: 20081440**

POSITION SUMMARY

The University of Southern California (USC) Libraries seek an innovative, experienced and service-oriented professional to head our East Asian Library. This position reports to the Director of the Arts and Humanities Division. The Head will provide leadership and future-oriented vision for the East Asian Library and ensure that it aligns with the educational and research goals of the University, with the USC Libraries strategic plan and Collections Convergence Initiative, and with next generation practices within East Asian librarianship. The Head will promote use of East Asian resources (including primary and secondary sources) by researchers at USC and elsewhere. The Head will collaborate with other USC Libraries units, and with academic and research units on campus, in support of research, teaching, and artistic practice with East Asian collections.

This position requires a combination of skills, initiative, and a commitment to developing student-focused services, including instruction, outreach, reference, and collection development. We seek candidates motivated by a passion to develop transformative library practices and to lead the East Asian Library as a foundational resource for the study of East Asian cultures. The successful candidate must be creative in identifying and solving problems within a collegial and collaborative environment. They must be knowledgeable about current trends in East Asian libraries and general archival theory and practice, and be able to apply this understanding to make a significant, positive impact on the USC community. Duties may 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, 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.

The East Asian Library directly supports the research and teaching needs of the East Asian faculty and students at USC and includes in its collections Chinese, Japanese and Korean-language materials in all fields, but with an emphasis on social sciences and humanities. The East Asian Library participates actively with the library's Collections Convergence Initiative. For further information, visit <https://libraries.usc.edu/locations/east-asian-library>.

RESPONSIBILITIES AND DUTIES

Reporting to the Director of the Arts and Humanities Division, the Head will:

- Lead and manage the East Asian Library including a team of librarians in the context of the USC Libraries strategic plan and the Collections Convergence Initiative, and ensure the East Asian Library's compliance with USC and library policies and procedures
- Provide leadership and planning to incorporate emerging trends in East Asian studies and research into library collections, services
- Identify information needs of faculty and students involved in the study of East Asian languages and cultures, and build innovative library services to meet those needs
- Collaborate with other USC Libraries units and with academic and research units at USC and beyond in support of teaching and research
- As requested participate in the cultivation of donors and fundraising in support of the East Asian Library's collections and services
- Ensure that connections are established and maintained with the Chinese, Japanese and Korean communities in Southern California
- Represent and promote the USC Libraries in cooperative relationships with East Asian libraries around the world and enhance inter-institutional collaboration in collection development, digitization, preservation, and access
- Provide in-person and virtual reference, and research consultation services
- Engage in professional and/or subject discipline organizations, research, or publishing that will have a significant, positive impact on the East Asian Library, and advance the strategic plans of USC Libraries and the university.
- Participate in library and other committees.

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:

- Evidence of increasing professional responsibilities and supervisory experience within an academic or research library environment
- Familiarity with scholarly trends in East Asian studies, trends in East Asian academic librarianship, and East Asian library collections and services
- Reading, writing, and spoken fluency in at least one CJK language (Chinese, Japanese, and Korean)
- Ability to work both independently and collaboratively within a culturally diverse user community of faculty, staff, students and the general public
- Effective organizational, oral and written communication skills.

Desirable qualifications

- Advanced degree in an East Asian studies-related discipline
- Demonstrated experience integrating technology with specialized library services
- Knowledge of archival practices

- A record of successful leadership, fundraising, grant writing, management and/or strategic planning.

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://usccareers.usc.edu/job/los-angeles/head-east-asian-library/1209/13558946>

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 Steve Hanson, Chair of the Search Committee, at email shanson@usc.edu.

USC is an equal opportunity, affirmative action employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, protected veteran status, disability, or any other characteristic protected by law or USC policy.

We provide reasonable accommodations to applicants and employees with disabilities. Applicants with questions about access or requiring a reasonable accommodation for any part of the application or hiring process should contact USC Human Resources by phone at (213) 821-8100, or by email at uschr@usc.edu. Inquiries will be treated as confidential to the extent permitted by law.

USC will consider for employment all qualified applicants with criminal histories in a manner consistent with the requirements of the [Los Angeles Fair Chance Initiative for Hiring](#) ordinance.

10/01/19