TECHNICAL SERVICES LIBRARIAN (#359)
University of Southern California
Requisition ID: 20083223

POSITION SUMMARY

The University of Southern California (USC) Libraries seek an innovative, service-oriented librarian to join the Collections Division of USC Libraries as a contract Technical Services Librarian for a two-year fixed term. Reporting to the Head, Technical Services and Collection Development, the Technical Services Librarian will be responsible for project management, assessment and cataloging of unprocessed materials in various physical formats, original and copy-cataloging, and cataloging maintenance. The Librarian may provide support in acquisitions and collection preparation as needed. The Librarian will maintain manuals or documentation related to the collections that are processed during project(s). The Librarian will also manage projects associated with cataloging of unprocessed materials, follow library and university procedures, and collaborate with other teams related to cataloging, collections and/or acquisitions as necessary.

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 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.

RESPONSIBILITIES AND DUTIES

Reporting to the Head, Technical Services and Collection Development, the Technical Services Librarian will:

- Focus on project management, assessment of unprocessed collections, and cataloging projects
- Perform original and copy cataloging and bibliographic maintenance with responsibility for cataloging material based on language, format, or subject expertise as needed
- Oversee the coordination of receiving, processing, cataloging, and distributing all library material types for specified collections
- Provide support in acquisitions and collection preparation as needed
- Oversee and maintain manuals and documentation related to the collections that are processed during project(s) and ensure compliance with library procedures
- Supervise student work and lead student recruitment, screening, hiring, and training efforts as needed
- 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 Technical Services unit, and advance the strategic plans of USC Libraries and the university.

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:

- Demonstrated experience in original cataloging and processing of materials in multiple physical formats
- Strong knowledge of current cataloging standards and best practices
- Experience working within an integrated library system (ILS) environment and OCLC Connexion
- Experience with bibliographic maintenance and control
- Effective supervisory, organizational, oral and written communication skills
- Experience in solving problems independently and collaboratively in a transformative way.

Desirable qualifications:

- Supervisory experience including hiring and managing student workers
- Experience managing cataloging projects in a library, academic, or information environment
- Experience assessing and evaluating collections
- Ability to manage multiple priorities and meet deadlines
- Knowledge of current professional trends, especially those relating to collections and technical services that support a collection for a diverse population on and off campus
- Experience with grant-funded project management
- Reading knowledge of at least one language other than English
- 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: Contract Librarian

This position is full-time on a fixed-term, two-year, non-continuing appointment contract, renewable as needed. 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: https://employees.usc.edu/benefits-perks/

APPLICATION PROCEDURE

Applications must be submitted via USC’s online faculty application website: https://usccareers.usc.edu/job/los-angeles/technical-services-librarian-359/1209/14129895

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 Caroline Muglia, Chair of the Search Committee, at muglia@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.

11/19/19