

# USC Libraries

**Head, STEM Library Programs and Services (#360)**  
**University of Southern California**  
**Requisition ID: 20072324**

## **POSITION SUMMARY**

The University of Southern California (USC) Libraries seek an innovative, strategic, and service- focused information professional to lead STEM Library Programs and Services. The Head leads the Science and Engineering (S&E) Library and reports to the Director of Sciences and Health Sciences Libraries within the Public Services Division. The Head will foster a creative and collaborative team-based environment in developing library programs and services that will support STEM fields. The Head will oversee library services to the Viterbi School of Engineering and the Science departments at the Dornsife College of Letters, Arts, and work in partnership with the Norris Medical Library, the Wilson Dental Library, and other USC Libraries. The Head will lead STEM Library Programs and Services to reimagine the S&E Library as a state-of-the-art discovery and learning center that supports and strengthens researchers' collaboration, innovation, experimentation, and entrepreneurship within a critical information literacy environment. The Head will provide leadership, guidance, and management of a team of librarians and staff to ensure quality services and collections to support the teaching, learning, and research needs of USC students, faculty, and staff.

This position requires a commitment to developing student-focused services and a combination of skills and initiative 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 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](http://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](http://libraries.usc.edu).

## **RESPONSIBILITIES AND DUTIES**

Reporting to the Director of Sciences and Health Sciences Libraries, Head of STEM Library Programs and Services will:

- Lead a team of science and engineering librarians and staff in the S&E Library in establishing fiscal, resource, and programmatic priorities for reference, instruction, outreach, and collection development
- Provide leadership to develop innovative library programs and services around current trends in STEM research and teaching
- Maintain a culture of inclusivity, mutual respect and collaborative teamwork
- Collaborate with other USC Libraries in developing programs and services
- Communicate proactively and engagingly with faculty, students, campus partners, and the broader library community about STEM library collections, services, and initiatives
- Provide in-person and virtual reference, and research consultation 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 S&E Library and the advancement of 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:

- Evidence of increasing professional responsibilities in an academic or research library environment
- Experience setting priorities and managing budgets and projects within an academic or research library setting
- A strong commitment to delivering public services to diverse user populations, including user-centered reference, outreach, instruction, and collections
- Effective organizational, oral and written communication skills
- Knowledge of current professional trends in STEM library services.

*Desirable qualifications:*

- Graduate degree in a STEM field
- Demonstrated knowledge of scholarly communication and funding issues in scientific research and data curation
- Demonstrated success engaging with academic stakeholders and administrators within the communities served by academic and research libraries
- Knowledge of trends in scientific data research management and digital technologies.

## **FACULTY APPOINTMENT RANK/SALARY**

### **Rank: Assistant University Librarian**

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](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: <https://employees.usc.edu/benefits-perks/>

## **APPLICATION PROCEDURE**

Applications must be submitted via USC's online faculty application website:

<https://facultypositions.usc.edu/FAS/application/position?postingId=REQ20072324>

As part of the application, candidates must upload one document file (PDF) that contains the following: 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 Ruth Wallach, Chair of the Search Committee, at email [rwallach@usc.edu](mailto:rwallach@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](mailto: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](#).

10/8/19