POSITION SUMMARY

The University of Southern California (USC) Libraries seek an experienced and future thinking leader with strong decision-making and management skills to lead the East Asian Library. Reporting to the Associate Dean for Specialized Collections, the Head, East Asian Library will lead in redefining the East Asian Library to encompass a broader scope of Asian Pacific languages subjects, and areas of study aligned with USC’s academic goals and aspirations. Currently, there is a strong and well-developed focus on Chinese, Japanese, and Korean languages and cultures. The Head will manage the operations of the Library in the context of USC Libraries’ strategic plan. Leading library faculty with language and subject expertise, the Head will develop a cohesive, collaborative, and productive unit that supports research, teaching, learning, and engagement in Chinese, Japanese, and Korean disciplinary areas and others as appropriate.

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 services and invested in the future of librarianship. The successful candidate is expected to be creative in identifying and solving problems in a collegial and collaborative manner. 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. 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 Associate Dean for Specialized Collections, the Head, East Asian Library will:

- Strategize, lead, and implement a plan to redefine and broaden the scope of the Library to include Asian Pacific subjects, disciplines, and languages
- In a collaborative and congenial manner, lead and manage the East Asian Library’s operations as well as 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 policies and USC Libraries procedures
- Cultivate and maintain connections and relationships with Asian communities in Southern California for purposes of collection development and forging partnerships
- Represent and promote the USC Libraries in cooperative relationships with regional, national and international East Asian libraries and enhance inter-institutional collaboration in collection development, digitization, preservation, and access
- Participate in instruction, reference, and collection development
- Engage in professional and/or subject discipline organizations, research, or publishing that will have a significant, positive impact on the East Asian Library 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:

- 5 years of proven successful management and/or leadership experience in diverse workplaces and environments with experience in unifying groups and forging partnerships
- Evidence of increasing professional responsibilities with East Asian collections and services within an academic or research library environment
- Demonstrated proficiency in reading, writing, and/or speaking at least one Asian or East Asian language
- Proven experience in project management
- Demonstrated ability to work independently as well as congenially and collaboratively as part of a team within a culturally diverse user community of faculty, students and staff

Desirable qualifications:

- 7-10 years of demonstrated successful supervisory experience
- Advanced degree in an Asian or East Asian studies-related discipline
- A record of successful fundraising, grant writing, and strategic planning
- Bibliographic knowledge of more than one Asian or East Asian language

FACULTY APPOINTMENT RANK/SALARY

Rank: Assistant University Librarian or commensurate with experience and qualifications

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 professional expertise. Starting minimum salary for faculty at USC: $66,000. Administrative appointments receive a stipend. 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:

**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/head-east-asian-library-371/1209/15274324064

As part of the application, candidates must upload a single PDF with the following documents: 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 describing your efforts to encourage equity, diversity, inclusion and anti-racism (no longer than one page in length).

Closing date for applications: November 5, 2021, or until filled.

For more information about this position, contact Marje Schuetze-Coburn, Chair of the Standing Search Committee at schuetze@usc.edu.

USC is an equal opportunity, affirmative action employer, proudly pluralistic, and firmly committed to providing equal opportunity for outstanding persons of every race, gender, creed, and background. USC is building a diverse faculty that embraces a range of disciplinary traditions. The University will consider all candidates 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. USC will make reasonable accommodations for qualified individuals with known disabilities unless doing so would result in an undue hardship. 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.

9/21/2021