Position Summary

USC Libraries at the University of Southern California (Los Angeles, CA) invite creative, collaborative, and outstanding candidates to fill the Head of Leavey Library position. Leavey Library is one of the most utilized libraries on the USC campus and provides services, spaces, and programming for undergraduate and graduate students and hosts outreach and engagement events throughout the school year. Leavey is generally open 24 hours Monday through Thursday with shorter hours Friday through Sunday and extended hours during finals. Leavey’s services, collections, and technology are designed to facilitate coursework, studying, and research and its technology-enhanced spaces support teaching and individual or group activities.

We value qualified candidates who can bring a diversity of backgrounds and experiences to our community, who are motivated to develop transformative library services and programs, who are invested in the future of librarianship, and who are creative in identifying and solving problems within a 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.

USC Libraries

USC Libraries faculty and staff work to advance consequential engagement with our academic and arts communities. We are committed to USC’s unifying values of accountability, integrity, excellence, open communication, well-being, and diversity, equity, and inclusion as we support the university’s students, faculty, and staff. USC Libraries take pride in our Digital Library, the Sidney Harman Academy for Polymathic Study with its Ahmanson Lab, our data and visualization services, and the library’s strong primary source collections including the history of Los Angeles and Southern California; LGBTQ history and culture, particularly relating to West Coast activities and activism; Cinematic Arts; and the Holocaust and genocide and exile studies. For more information on how our libraries support critical, creative, and ethical habits of mind at USC, visit https://libraries.usc.edu/facts-and-figures and https://libraries.usc.edu.

Visit USC’s website for information about our students, academic programs, campuses, and research.

Position Responsibilities and Duties

Reporting to the Associate Dean of Teaching, Learning & Research Engagement, the Head of Leavey Library will:

- Manage and direct the operations of a large physical library that is utilized by a high number of students and includes spaces and offices administered by USC Libraries and non-library departments
● Develop and evaluate Leavey’s programs, spaces, services, and collections
● Supervise the Leavey Library Manager, a library faculty member, and student employees
● Work with stakeholders to develop and implement a strategic vision for Leavey Library
● Lead student engagement activities, such as Study On, and develop other programs based in Leavey that support and facilitate student success, well-being, and persistence
● Work with Ahmanson Lab, USC Information Technology Services, and Shoah Foundation (all with spaces in Leavey) to identify areas for collaboration and partnership
● Engage in activities that improve services and resources aligned with the USC Libraries’ commitment to equity, diversity, inclusion, and antiracism
● Coordinate and work with library and university departments, such as Information technology, facilities, administration, and Department of Public Safety to maintain and update Leavey’s physical spaces
● Provide research, information literacy, and instructional services, including in the Writing program, and assess instruction to ensure that learning outcomes are met
● Participate in the USC Libraries reference services
● Participate in library and university working groups, committees, and initiatives
● Provide evening and weekend service as needed
● Other duties as assigned

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 evidence of:

● At least three years of experience working in an academic or research library setting including at least two years of supervisory experience
● Previous experience managing an academic library
● Evidence of a strong commitment to public services and user-centered reference and instruction within an academic or research library setting
● Experience with developing and implementing outreach and user engagement activities and programs as evidenced by examples from prior work experience
● Demonstrated ability to work independently and collaboratively as part of a team within a culturally diverse user community of faculty, students
● Demonstrated planning, decision making and problem-solving skills
● Awareness of established and emerging developments/trends in academic library services spaces, services, user engagement, and programming
● Commitment to excellence in information services and continuous learning to meet the ever-changing needs of a large research university

Desirable qualifications:

● At least five years supervisory experience
● Experience with re-envisioning and reconceptualizing library spaces to meet current and future needs

Faculty Appointment Rank and Salary

Rank: Assistant (or Associate) University Librarian (without continuing appointment); 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.

This is a 12-month full-time position. The annual base salary range are listed below and in accordance to rank.

- Assistant University Librarian $72,000-$90,000
- Associate University Librarian $72,000-$100,000

Administrative appointments receive a stipend.

When extending an offer of employment, the University of Southern California considers factors such as (but not limited to) the scope and responsibilities of the position, the candidate’s work experience, education/training, key skills, internal peer equity, federal, state, and local laws, contractual stipulations, grant funding, as well as external market and organizational considerations.

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/2021-09/USC_Libraries_Criteria_Document_Approved_1-31-20.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://usccareers.usc.edu/job/los-angeles/head-leavey-library-389/1209/49605381152

As part of the application, candidates must upload the following documents into a single PDF file:
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: July 17, 2023, or until filled.

For more information about this position, contact Ariana Varela, Chair of the Search Committee, at avarela@usc.edu@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.

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