

USC Libraries

**Business Librarian (#328)
(Contract Position)
University of Southern California
Requisition ID: 20037595**

POSITION SUMMARY

The University of Southern California (USC) Libraries seek an innovative, service-oriented librarian as a 12-month Contract Librarian to join the Gaughan & Tiberti Library. The librarian will provide research, instruction, and support services to the faculty, staff, and students of the Marshall School of Business, Leventhal School of Accounting, and others at the university who use business information. The Business Librarian will provide consulting services on using electronic and library resources, provide instruction in the use of business resources, conduct specialized research, and support Marshall Academic Information Services.

The position requires a commitment to developing student-focused services and a combination of skills and confidence that will contribute to the transformation of instruction, outreach, reference, and collections at USC Libraries, an institution that values serving a culturally diverse community. The successful candidate must be knowledgeable of current relevant library and scholarly information trends, practices, and be able to apply this understanding to make a significant, positive impact on the USC community. Duties 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, USC is ranked second in the country in enrollment of international students and offers extensive opportunities for internships and study abroad. With a strong tradition of integrating liberal arts 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 actively support the discovery, creation, and preservation of knowledge. We develop collections and services that support and encourage the academic endeavors of faculty, students, and staff; build a community of critical consumers of information; and help develop engaged world citizens. Through these means, we contribute to the continued success of the University of Southern California. The USC Libraries includes the Doheny Memorial Library and fourteen specialized libraries with an operating budget of approximately \$41 million. Library collections encompass over 4.2 million volumes, 5.9 million microforms, 3.1 million images, 49,300 linear feet of manuscripts and archives, with access to over 113,800 serials in print and electronic formats, and nearly 724,000 e-books. For more information, visit libraries.usc.edu.

GAUGHAN & TIBERTI LIBRARY AND ACCOUNTING LIBRARY

The Gaughan & Tiberti Library has evolved from a print-based collection to one that emphasizes electronic information resources and expert research assistance. The Accounting Library supports the students and faculty of the Leventhal School of Accounting, which is part of the Marshall School. Both libraries offer a rich array of electronic resources and services to patrons both onsite and virtually. For more information about the libraries and their electronic resources, see: www.marshall.usc.edu/library

MARSHALL SCHOOL OF BUSINESS & LEVENTHAL SCHOOL OF ACCOUNTING

The Marshall School of Business offers Ph.D., MBA, and BS degrees and has a large executive education program. *U.S. News & World Report* has cited Marshall's undergraduate education as one of the best in America, while MBA program is consistently ranked among the top 30 of all U.S. business schools. The School provides significant support to the library for electronic resources; library staff work closely with Marshall faculty to ensure that the School's information needs are being met. For more information about the Marshall School of Business, see: www.marshall.usc.edu/

The Leventhal School of Accounting is a recognized leader in accounting education. The Leventhal School provides the essentials of a modern accounting education emphasizing group dynamics, analytic reasoning, and strong communications skills. For more information about the Leventhal School of Accounting, see: www.marshall.usc.edu/leventhal/

RESPONSIBILITIES AND DUTIES

Reporting to the Head, Business and Accounting Libraries, the Business Librarian will:

- Provide in-person, virtual reference, and research consultation services
- Work collaboratively with other subject selectors, faculty, students on collection development activities by selecting print and electronic databases, serials, books, and other formats in assigned disciplines
- Support teaching and research-focused information services, including developing and conducting instruction programs focused on advanced resources for undergraduate and graduate levels
- Develop appropriate resources, services, and communication channels to further the academic and research endeavors of faculty, staff, and students in the field of business
- Create and maintain library web pages and research guides related to subject responsibilities and incorporate appropriate technologies and techniques to deliver 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 Gaughan & Tiberti Library, designated subject disciplines and services, and the advancement of the USC Libraries' strategic plan and the University's strategic vision.

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:

- Experience working with specialized print and online information resources
- A commitment to a strong public service orientation within an academic, research or corporate library setting or equivalent
- Ability to work closely with faculty in support of their research and instructional needs
- Ability to manage multiple priorities and meet deadlines
- Knowledge of current professional trends, especially those relating to reference, instructional services and collection development to a diverse population on and off-campus
- Effective oral and written communication skills

In addition, the successful candidate will possess at least 1 from among the following qualifications:

- Two or more years of experience working in an academic, research or corporate library
- Experience providing reference, information literacy instruction, collection development, and/or outreach services
- Bachelors and/or a graduate degree in business, accounting, or economics.
- Knowledge of and recent experience in the use of instructional technology to improve learning outcomes and/or experience with online training software tools.
- Experience with online training instruction software, tools for web authoring, social computing or online collaboration; knowledge of trends and policy issues related to digital technology and electronic resources
- Experience with numerical datasets such as those used in finance or statistical research

APPOINTMENT RANK/SALARY

Rank: Contract Librarian

This position is a fulltime, 12-month fixed-term, renewable, non-continuing appointment contract position. 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: benefits.usc.edu

APPLICATION PROCEDURE

Applications must be submitted via USC's online faculty application website: <http://jobs.usc.edu/postings/76832>

As part of the application, candidates must upload one document file (Word or PDF) that contains the following: 1) a cover letter, 2) a curriculum vitae (including telephone and e-mail address), and 3) a list of at least three references that includes the name, address, telephone number, and e-mail address for each referee.

Closing date for applications: November 15, 2016, or until filled.

For more information about this position, contact Helga Haraldsson, Chair of the Search Committee, at haraldss@usc.edu

USC is an equal-opportunity educator and employer, proudly pluralistic and firmly committed to providing equal opportunity for outstanding persons of every race, gender, creed and background. The university particularly encourages members of underrepresented groups, veterans and individuals with disabilities to apply. USC will make reasonable accommodations for qualified individuals with known disabilities unless doing so would result in an undue hardship. Further information is available by contacting uschr@usc.edu.

9/28/16