POSITION SUMMARY
The University of Southern California (USC) Libraries seek an innovative librarian to build and promote a strong Chinese collection to support teaching and research at USC. The successful candidate will join the East Asian Library to support faculty and students from all departments and schools engaged in the use of Chinese, Japanese and Korean language materials. Reporting to the Head of the East Asian Library, the Chinese Studies Librarian is responsible for developing and managing the Chinese collection, in all formats, and for assisting patrons in using these library resources.

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 has a large number of international students and offers extensive opportunities for internships and study abroad. 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.

EAST ASIAN STUDIES CENTER
East Asian Studies in Southern California date from 1911, when USC opened a department of Oriental Studies and Comparative Literature. The East Asian Studies Center (EASC) was established in 1975 by the Dornsife College of Letters, Arts and Sciences to provide dedicated leadership, coordination, and support for the growing interdisciplinary education, research activity, and community outreach concerning East Asia. For forty years, EASC has been recognized as one of the nation’s leading centers for the development of East Asian area studies. USC is among a small group of elite colleges and universities to be designated a National Resource Center for East Asian studies by the U.S. Department of Education. For more information, see: http://dornsife.usc.edu/eascenter/

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, over 1,650 datasets, and nearly 724,000 e-books. For more information, visit https://libraries.usc.edu/

EAST ASIAN LIBRARY
The East Asian Library directly supports the research and teaching of the East Asian faculty and students at USC and includes in its collections Chinese, Japanese and Korean-language materials in all fields, but with an emphasis on social sciences and humanities. The Library’s location on the first floor of Doheny Memorial Library supports a broader mission of promoting the integration of East Asian perspectives into the learning and experience of the university community as a whole. For more information, see: https://libraries.usc.edu/locations/east-asian-lib
RESPONSIBILITIES AND DUTIES
Reporting to the Head of the East Asian Library, the Chinese Studies Librarian will:

- Set goals and priorities for the Chinese Collection, and develops, coordinates and implements plans in furtherance of these goals.
- Oversees the collection of Chinese language materials in multidisciplinary research fields, as well as for some Western language humanities and social science materials related to China.
- Responsible for developing and organizing the Chinese collection in all formats in support of the research and teaching of the Dornsife College of Letters, Arts and Sciences and in the East Asian Studies Center.
- Manage the acquisitions funds, she/he selects titles to build a substantial collection capable of supporting graduate-level research of the USC faculty and students in Chinese studies.
- Actively collaborates with efforts to supplement funding with support from grants and donations and manages funded projects.
- Outreach to the University community and the community beyond for the purpose of establishing USC Libraries as a locus for the accumulation and exchange of information from and about China and Chinese peoples.
- Cultivates collaborative relationships and promotes the Chinese Collection’s presence on campus & externally.
- Interacts with the Technical Services staff on the technical processing of Chinese materials.
- Directly consults with Chinese vendors, book dealers, and government/ institutional bodies in China, Taiwan, Hong Kong, etc. to acquire research materials and information.
- Promotes the development of unique archival resources relevant to Chinese studies.
- Develops and maintains user tools such as finding aids and research guides to aid and enhance access to the USC Chinese collection and other information resources.
- Provides in-person and virtual reference assistance to faculty, students, staff, alumni, and the general public to access and use all available Chinese collection and information resources.
- Provide research consultation and instruction services for the USC faculty and students related to Chinese studies.
- Serves at the reference desks in Doheny Library and Special Collections to provide general reference services and to help library users with archival resources.

May be required to work evenings and weekends.

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:

- Fluency in the Chinese language
- Knowledge of current professional trends, especially those relating to reference, instructional services, and collection development to serve a diverse population of users on and off-campus
- Effective English oral and written communication skills

Desirable qualifications:

- Experience as a Chinese specialist in an academic or research library, including reference, instruction, and collection development responsibilities.
- Advanced degree in a Chinese studies discipline
- Knowledge of Chinese librarianship
- Familiarity with the Chinese book trade and vendors
- Knowledge of basic cataloging principles and their application to original cataloging
- Experience applying for and/or administering grants
- Knowledge of the application of current information retrieval and other technologies to library services
- Experience with web-authoring software
FACULTY APPOINTMENT RANK/SALARY
Rank: Open

Continuing Appointment track rank and salary commensurate with experience and qualifications. This is a full-time appointment. Librarians at USC have faculty status. Appointment to the continuing appointment track requires the potential to meet the University’s requirements for the granting of continuing appointment, which is based on demonstrated excellent performance and the expectation of continued excellence and growth in professional expertise.

For more information on Guidelines on Criteria and Qualifications for the Appointment, Promotion and Continuing Appointment of Librarians on the Continuing Appointment Track, see: http://www.usc.edu/libraries/about/faculty/documents/Criteria_document07152008.pdf

BENEFITS
This position is full-time on a 12-month contract. 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: http://www.usc.edu/benefits

APPLICATION PROCEDURE
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.

Applications must be submitted via USC’s online faculty application website. To apply for this position: http://jobs.usc.edu/postings/72592

Closing date for applications: Open till filled

For more information about this position, contact Kenneth Klein, Chair of the Search Committee, at kklein@usc.edu.

USC values diversity and is committed to equal opportunity in employment. Women and men, and members of all racial and ethnic groups, are encouraged to apply.