

USC Libraries

REFERENCE AND INSTRUCTION LIBRARIAN, Public Services

University of Southern California
Requisition ID: 2001778

POSITION SUMMARY

The University of Southern California (USC) Libraries seeks a dynamic, forward thinking, and experienced information professional to contribute to the Libraries' reference and instruction programs and collection development. This position requires a firm grounding in archival practice 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.

We seek candidates motivated by a passion to develop transformative library services and with an investment in the future of librarianship. The candidate is expected to be creative in identifying and solving problems within a collegial and collaborative environment. The successful candidate must be current on relevant library and scholarly information trends and practices and be able to apply this knowledge to have a significant, positive impact on the USC community.

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 enrolls more international students than any other U.S. university 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.

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 www.usc.edu/libraries

ONE National Gay & Lesbian Archives at the USC Libraries is the largest repository of Lesbian, Gay, Bisexual, Transgender, Queer (LGBTQ) materials in the world. Founded in 1952, ONE Archives currently houses over two million archival items including periodicals, books, film, video and audio recordings, photographs, artworks, organizational records, and personal papers. ONE Archives has been a part of the University of Southern California Libraries since 2010. For more information, visit <http://one.usc.edu/>

RESPONSIBILITIES AND DUTIES

Reporting to the Archivist, the Reference Librarian will:

- Provide in-person and virtual reference assistance and instruction as assigned, including weekends and some evenings.
- Maintain databases for unique collections materials or sets of collections materials using recognized professional standards and tools (e.g., EAD finding aids, ArchivesSpace, OCLC Connexion, Aeon, InMagic, XMetal, Adobe applications, , etc.).
- Facilitate reproduction services to visiting and remote patrons
- Contribute to the creation, development, and delivery of workshops, tutorials, and related on-line research guides on library resources and library research methods to students in person and online
- Perform collection development and collection liaison duties as assigned
- Participate in library and other committees as assigned.

EXPERIENCE AND QUALIFICATIONS

Minimum qualifications: MLS from an ALA-accredited program or equivalent is typically required for a librarian appointment at USC. In addition, candidates must provide examples of:

- A commitment to a strong public service orientation in a library and archival setting;
- Knowledge of current professional trends, especially those relating to reference, instructional services and collection development to a diverse population of users on and off-campus.
- Demonstrated excellent organizational, oral and written communication skills.
- Experience with archival processing, including the arrangement, housing, and description of unique materials in a variety of formats, and certification in archival methodologies.
- Familiarity with digital preservation and standards.
- Demonstrated expertise working in a Windows & Mac based environments.
- Experience and proficiency with ArchivesSpace, OCLC Connexion, Aeon, XMetal, and/or InMagic databases

Desirable qualifications:

- Familiarity with LGBTQ History & Culture, especially the origins of the American LGBTQ rights movements, early queer organization building and the early development of print capitalism around LGBTQ politics.
- Familiarity with research methodologies and theories of social science, historical and public policy research.
- 4 years of experience working in a large academic, research or public library.
- Experience with community leadership, affinity groups and service organizations.

FACULTY APPOINTMENT RANK/SALARY

Rank: Librarian (I)

This is a continuing appointment track position. Salary commensurate with experience and qualifications. 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/dept/Benefits/>

APPLICATION PROCEDURE

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

<https://facultypositions.usc.edu/bonita/console/frsSubmission.jsp?postingId=2001778>

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: August 31, 2015

For more information about this position, contact Joseph Hawkins Ph.D., Chair of the Search Committee, at jrhawkin@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.