

# USC Libraries

**Head, Von KleinSmid Center Library (#353)  
University of Southern California  
Requisition ID: 20074505**

## **POSITION SUMMARY**

The University of Southern California (USC) Libraries seek an innovative, service-oriented information professional to lead the Von KleinSmid Center (VKC) Library for International and Public Affairs. This position reports to the Director of Social and Behavioral Sciences, who oversees a cluster of social sciences-related libraries and information services, and who in turn reports to the Associate Dean for Public Services. The Head will provide leadership, guidance, and management of a team of librarians and staff to ensure quality services and collections to support the teaching, learning, and research needs of USC students, faculty, and staff in the Sol Price School of Public Policy, political science, international relations, and related undergraduate and graduate disciplines, and interdisciplinary majors and minors in the Dornsife College of Letters, Arts, and Sciences as well as other Schools. The Head will facilitate communication and coordinate services and collections within the VKC library and across the Division; foster creativity and collaboration in a team-based environment; and cultivate strong relationships with faculty, students, campus partners, and the wider library community.

This 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. 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 within a collegial and collaborative environment. The successful candidate must be knowledgeable of current relevant library and scholarly information trends and practices related to government information and research data services, 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, 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. 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](http://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](http://libraries.usc.edu).

For information about the VKC Library and a description of its collections visit [libraries.usc.edu/locations/vkc-library](http://libraries.usc.edu/locations/vkc-library).

## **RESPONSIBILITIES AND DUTIES**

The Head of VKC Library will:

- Lead, manage and supervise a team of librarians and staff in the provision of reference, instruction, outreach, and collection development services, within the context of the USC Libraries' strategic plan
- Provide leadership in developing and assessing innovative research support services in the social sciences based on disciplinary and specialized materials, government information, social science data, and Geographic Information Systems (GIS) and visualization
- Facilitate collaboration with other USC Libraries units and with academic and research departments at USC and beyond on initiatives in social sciences-based library services
- Provide teaching and research-focused information services, including developing and conducting instruction programs focused on resources for students in the Price School and in Dornsife College
- Maintain a culture of mutual respect, collaborative teamwork, and a high standard of excellence
- Participate in library and other committees as assigned
- Provide evening and weekend service as assigned
- Engage in professional and/or subject discipline organizations, research, or publishing that will have a significant, positive impact on the VKC Library and the USC Libraries strategic plan, and advance the University's strategic plan and 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 evidence of:

- At least three years of experience working in an academic, research, or special library, with increasing leadership or managerial responsibilities
- Experience working with specialized information resources in the social sciences
- Demonstrated experience working with students and other academic stakeholders in developing specialized library services
- Demonstrated ability to develop transformative library services
- Familiarity with social sciences data repositories, such as ICPSR, IPUMS, and data.gov
- Ability to manage multiple priorities and meet deadlines
- Effective oral and written communication skills
- Experience in solving problems independently and collaboratively
- Knowledge of current professional trends, especially those relating to research support services to a diverse population on and off campus.

*Desirable qualifications:*

- An academic degree in the social sciences
- Demonstrated knowledge of scholarly communication trends in the social sciences, social science data curation, and research data management

- Experience working with technologies supporting the research data lifecycle
- Experience working with government publications
- Experience managing projects in a library, academic, or information environment.

## **FACULTY APPOINTMENT RANK/SALARY**

### **Rank: Assistant University Librarian**

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 profession expertise. 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, visit: [https://libraries.usc.edu/sites/default/files/criteria\\_document07152008.pdf](https://libraries.usc.edu/sites/default/files/criteria_document07152008.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 [benefits.usc.edu](https://benefits.usc.edu).

## **APPLICATION PROCEDURE**

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

<https://facultypositions.usc.edu/FAS/application/position?postingId=REQ20074505>

As part of the application, candidates must upload the following documents (PDF format): 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: until filled.

For more information about this position, contact Dr. Shahla Bahavar, Chair of the Search Committee, at [bahavar@usc.edu](mailto:bahavar@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](mailto:uschr@usc.edu).

5/13/2019