

# USC Libraries

**Japanese Studies Librarian (#315-1)  
University of Southern California  
Requisition ID: P0017534701**

## **POSITION SUMMARY**

The University of Southern California (USC) Libraries seek an innovative librarian to build and promote a strong Japanese 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.

The Japanese Studies Librarian is responsible for developing, cataloging and managing the Japanese collection, serving as a Japanese studies liaison to faculty and students 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](http://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 almost 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 [www.usc.edu/libraries](http://www.usc.edu/libraries).

## **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

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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: [http://www.usc.edu/libraries/locations/east\\_asian/](http://www.usc.edu/libraries/locations/east_asian/)

## RESPONSIBILITIES AND DUTIES

The Japanese Studies Librarian reports to the Head of the East Asian Library. The Librarian sets and implements goals and priorities for the Japanese Collection which includes Japanese language materials related to Japan in multidisciplinary research fields as well as some Western language humanities and social science materials related to Japan.

The Librarian is responsible for serving as the Japanese studies liaison for faculty and students. She/he actively collaborates with efforts to advance Japanese studies on campus and beyond and participates in efforts to secure and manage supplemental funding and other resources from grants and donations.

The Librarian works with the Technical Services staff on the technical processing of Japanese materials. She/he directly consults with Japanese vendors, book dealers, and government/ institutional bodies in Japan to acquire research materials and information. She/he develops and maintains user tools such as finding aids and research guides to aid and enhance access to the USC Japanese collection and other information resources. The Librarian provides in-person and virtual reference assistance to faculty, students, staff, alumni, and the general public to access and use all available Japanese collection and information resources. She/he provides research consultation and instruction services for the USC faculty and students related to Japanese studies. She/he serves at the reference desks in Doheny Library and Special Collections to provide general reference services and to help library users with archival resources. She/he will be required to work some 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:

- Written and verbal fluency in Japanese and English.
- Knowledge of current professional library trends, especially those relating to reference, instructional services, and collection development to serve a diverse population of users on and off-campus
- A minimum of two years of experience as a Japanese specialist in an academic or research library, including reference, instruction, and collection development responsibilities or demonstrated equivalent.

### *Desirable qualifications:*

- Advanced degree in a Japanese studies discipline
- Knowledge of Japanese librarianship
- Familiarity with the Japanese book trade, publishers and vendors
- Knowledge of basic cataloging principles and their application to original cataloging
- Experience applying for and/or administering grants
- Project management
- Knowledge of the application of current information retrieval, digital humanities, scholarly communications and other technologies applied to library services.

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## **FACULTY APPOINTMENT RANK/SALARY**

Assistant University Librarian: 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: [https://libraries.usc.edu/sites/default/files/promotion\\_guidelines\\_document.pdf](https://libraries.usc.edu/sites/default/files/promotion_guidelines_document.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 the faculty member, his or her eligible spouse and dependent children, tuition exchange for eligible faculty children, life insurance and various other benefits, see: <http://www.usc.edu/dept/Benefits/emp-ft.html>

## **APPLICATION PROCEDURE**

Applications must be submitted via USC's online faculty application website: <http://jobs.usc.edu/postings/40280>

As part of the application, candidates must upload (site to be inserted) 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: Open till filled

For more information about this position, contact Kenneth Klein, Chair of the Search Committee, at [kklein@usc.edu](mailto:kklein@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.*