POSITION SUMMARY

The University of Southern California (USC) Libraries seek an innovative, service-oriented librarian for a six months as a Contract Librarian to join the Crocker Business Library. The librarian will provide research and instruction support 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. We seek candidates motivated by a passion to develop transformative library services, an investment in the future of librarianship, and who are 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, practices, and be able to apply this understanding to make 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, and nearly 724,000 e-books. For more information, visit www.usc.edu/libraries.

CROCKER BUSINESS LIBRARY AND ACCOUNTING LIBRARY
Established in 1967, Crocker Business 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: http://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 Business Week ranks the MBA program in the top 30 of all 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: http://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: http://www.marshall.usc.edu/leventhal/

RESPONSIBILITIES AND DUTIES

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

- Provide teaching and research-focused information services, including developing and conducting instruction programs focused on advanced resources for undergraduate and graduate levels
- 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
- 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 Business Library, designated subject disciplines and services, and the advancement of the USC Libraries’ strategic plan and the University’s strategic vision
- Requires working some evenings and weekends

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 required for business related research
• Two or more years of experience working in an academic, research or corporate library
• A commitment to a strong public service orientation within an academic, research or corporate library setting
• 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

Desirable qualifications: In addition, the successful candidate will possess a mix from among the following:
• Experience providing reference, information literacy instruction, collection development, and/or outreach services
• Bachelor’s 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
• Experience using tools for web authoring, social computing and 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, fixed-term, non-continuing appointment on a 6-month contract; 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: http://www.usc.edu/benefits

APPLICATION PROCEDURE

Applications must be submitted via USC’s online faculty application website:
http://jobs.usc.edu/postings/60320

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: February 29, 2016

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