

Associate Director Research and Instruction Services

University of Southern California
Requisition ID: 2002712

GENERAL INFORMATION

The Norris Medical Library seeks a dynamic, collaborative, and talented librarian who is prepared to lead a team of library faculty and staff in support of the research, instruction, clinical, learning, and knowledge discovery initiatives of the University of Southern California. The Associate Director for Research and Instruction Services manages, plans, coordinates, and promotes the Library's research and learning resources as well as oversees the operations of reference, and mediated searching. Close interaction occurs with all other areas of the Library, key library and education users, and individual faculty members. This is a leadership position and the chosen candidate will serve as a member of the library's executive committee.

The Norris Medical Library is an academic health sciences research library serving the Schools and Departments of Medicine, Pharmacy, Occupational Sciences/Occupational Therapy and Biokinesiology/Physical Therapy. It also provides clinical information support to USC's Keck Medical Center and Children's Hospital Los Angeles. The library is strongly user focused and committed to providing faculty, students and staff with access to a wide variety of electronic information resources, including books, journals, bioinformatics tools, databases, evidence-based resources and mobile resources. The library contains 147,000 volumes and receives 3,055 current electronic journals. The staff of 36 FTE includes 13 librarians. For additional information, see nml.usc.edu. The Norris Medical Library is part of the 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 Doheny Memorial Library and fourteen specialized libraries with an operating budget of approximately \$41 million and over 260 professional and support staff. 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 additional information, see libraries.usc.edu.

RESPONSIBILITIES

- Leads research and instruction services, including curriculum development in research literacy skills and technology planning that ensures excellence in research and knowledge navigation.
- Recruits, trains, evaluates, supervises, and promotes the work of the research and instruction services division members.
- Directs the division in program/service innovation, development, planning, promotion, problem solving and evaluation.
- Leads and participates in reference activities.
- Develops policies, procedures, priorities and goals to meet the needs of primary users, preparing statistical and narrative reports as requested.
- Collaborates with faculty to maximize the integration of library instruction into the curriculum of Health Sciences schools and programs. Contributes to the overall development and innovation of the library by actively participating in library, health sciences, and university committees, workgroups and task forces.
- Cultivates partnerships and collaborates with faculty on projects including teaching, grants, manuscripts, paper or poster presentations.

- Maintains current knowledge of the trends and issues in health sciences research, scholarly communication, systematic reviews, data management, and higher education.
- Serves on the senior management team and assists the director in library planning, management and innovation.
- Pursues an active and ongoing career plan in the areas of job performance, professional development/research support and service.
- Some night and weekend work.

QUALIFICATIONS

- Masters' degree or higher in library/information science from an ALA-accredited institution or equivalent.
- Professional library experience in an academic or research library; prefer at least 5 years of experience in an academic health sciences library.
- Demonstrated experience supervising librarians or a complex project; prefer at least 3 years of librarian supervisory experience.
- Excellent interpersonal, communication, presentation, and instructional skills.
- High degree of organizational, analytical, and critical thinking skills.
- Demonstrated service orientation and the essential ability to build and sustain relationships.
- Demonstrated initiative, the ability to manage multiple projects and a commitment to professional development.
- Demonstrated evidence of strong leadership and mentoring skills.
- Experience working with diverse groups to reach common goals.
- Experience with grant writing.
- Flexibility and adaptability for work in an evolving, fast-paced environment.
- Ability to work independently and collaboratively in a team environment.
- Experience and proficiency with using current and emerging technologies, including learning management software and software/hardware for recording lectures.
- Experience with systematic reviews and data management,

STATUS/SALARY

Starting salary depends on qualifications and experience. This position is on the continuing appointment track, the USC Libraries' equivalent to tenure.

BENEFITS

37½ hour week; 22 vacation days; paid sick leave; disability plan; retirement plan (TIAA/CREF and other options); tuition assistance; paid medical, dental and life insurance; credit union; group auto and homeowner's insurance available www.usc.edu/benefits.

How To Apply

Applications must be submitted via USC's online faculty application website: <https://jobs.usc.edu/postings/69654>

As part of the application, candidates must upload in Word or PDF a cover letter and curriculum vitae.

Closing Date: The position is open until filled.

For more information about this position, contact Leslie Jones, USC Norris Medical Library, (323) 442-1130, email lesliej@usc.edu.

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

