POSITION SUMMARY

The University of Southern California (USC) Libraries seek an energetic, experienced librarian with archival and project management experience on large scale projects to oversee and manage ONE Archives’ archival collections and metadata operations following prescribed archival practices, as well as to establish and document new practices, manage metadata, train staff and students, and process workflows for the largest LGBTQ archive in the world. The ideal candidate will possess strong leadership skills combined with a vision for collections management that will bring ONE Archives’ collections to the exceptional world leadership level they deserve. Duties include some 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, 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.

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.

RESPONSIBILITIES AND DUTIES

Reporting to the Head of ONE Archives at USC Libraries, the ONE Archives Librarian will:

- Oversee the management, processing, arrangement, and description of ONE’s archival collections
- Establish or revise policies and workflows related to the management and use of ONE’s archival collections
- Migrate legacy finding aids, inventories, accession information, and other relevant documentation into ArchiveSpace and USC Libraries’ archival data management system
- Utilize OCLC Connexion to catalog archival collections in MARC for inclusion in USC Libraries online database HOMER and in Worldcat
- Submit EAD-encoded finding aids to the Online Archive of California
- Ensure prompt accessioning of all archival collections
- Ensure quality standards for ArchivesSpace
- Train and Supervise metadata staff, student assistants, and volunteers
- Perform outreach and collection liaison duties, including creating or revising LibGuides, as assigned and assisting the Curator with exhibition preparations
- Works with the Head of ONE Archives Collections to identify projects suitable for grants and private funding
- Participates in public services operations, including reference, instruction and outreach across the Libraries including some evenings and weekends
- Provides project and budget management for grant-funded projects, and other proposals as assigned
- Meet with donors as appropriate.

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; working knowledge of LGBTQ history and theory; at least four years professional archival experience in an academic, research or public library setting. In addition, candidates must have demonstrated:

- Experience creating and/or maintaining documentation of policies and procedures
- Project management experience with large scale projects, including grants
- Ability to work in a collegial, collaborative environment
- Excellent oral and written communication skills and instructional abilities
- Knowledge and understanding of LGBTQ politics and community organizations.

Desirable qualifications:

- Formal training in archival theory and practice or relevant professional archival experience;
- Knowledge of digital asset management systems, such as CONTENTdm; OCLC Connexion;
- Substantial experience creating, capturing, and processing images and documents in a variety of digital formats;
- Experience using AEON patron management system; experience using InMagic database.
- Experience processing and cataloging manuscript and archival collections
- Familiarity with Archives Space, DACS, MARC21 and LC cataloging standards
- Experience in grant preparation, management and processes
- Substantial experience creating and maintaining online archival finding aids, including EAD encoding
- Knowledge of metadata standards, such as Dublin Core, METS, EAD
- Supervisory experience
- Experience providing reference service
- A strong public service orientation

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 with a 12-month contract. 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

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 see: http://employees.usc.edu/benefits/

APPLICATION PROCEDURE

Applications must be submitted via USC’s online faculty application website:
http://jobs.usc.edu:80/postings/62583

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: March 28, 2016

For more information about this position, contact Joseph Hawkins, Head of ONE Archives at USC Libraries 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.

Rev. 2/8/16 (updated 2/23/16 to incorporate APCAT suggestions)