POSITION SUMMARY

The University of Southern California (USC) Libraries seeks a dynamic and forward-thinking information professional to support the USC Suzanne Dworak-Peck School of Social Work (SSW) and contribute to the USC Libraries reference and instruction programs and collection development. 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, an institution that values serving a culturally diverse community.

We seek candidates motivated by a passion to develop transformative library services and an investment 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, 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 is ranked second in the country in enrollment 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 1.3 million e-books. For more information, visit libraries.usc.edu.

RESPONSIBILITIES AND DUTIES

Reporting to the Head of Education & Social Work Library Services, the Social Work Librarian will:

- Serve as subject specialist and liaison to the Suzanne Dworak-Peck School of Social Work (SSW); may include other subject areas as needed
• Maintain professional relationships with faculty, students, researchers and staff in the subject area in order to assess and respond to research and teaching needs
• Support the SSW’s on-site programs and provides supplemental support to the Virtual Academic Center (Master of Social Work online program) with primary duties at the University Park Campus
• Plan and deliver innovative and specialized research and instruction services online and in-person; teach research concepts, tools and skills relevant to the discipline and collaborates with faculty to achieve learning outcomes
• Create and maintain subject-related instructional materials in both print and electronic formats including web pages
• Select materials in several formats (print, electronic, open access) and perform other relevant discipline-specific collections activities as needed
• Participate in library-wide reference, orientation and instruction programs
• Maintain up-to-date professional knowledge and skills in areas related to primary job assignment as well as maintain general knowledge of current trends in higher education, academic libraries, scholarly communication, and educational technology
• Engage in activities that contribute to the advancement of the Libraries and the University (e.g., actively participating on a team, committee, or special project)
• Serve as ex-officio board member to the California Social Welfare Archives
• May be required to work weekends and evenings
• Other duties as assigned.

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:
• A commitment to a strong public service orientation within an academic or research 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 in librarianship, especially those relating to research and instructional services and collection development to a diverse population located online and in-person
• Effective oral and written communication skills
• Evidence of ability to work in an online environment.

Desirable qualifications: In addition, the successful candidate will possess at least one of the following qualifications:
• Experience providing reference, information literacy instruction, collection development, and/or outreach services
• Graduate degree in a related field
• Experience working in the social work field
• Knowledge of and recent experience using instructional technology
• Experience using tools for web authoring, social computing and online collaboration; knowledge of trends and policy issues related to digital technology and electronic resources.
FACULTY APPOINTMENT RANK/SALARY

Rank: Assistant University Librarian

This is a continuing appointment track position. 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: 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 about benefits see: http://www.usc.edu/benefits

APPLICATION PROCEDURE
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.

Applications must be submitted via USC’s online faculty application website: http://jobs.usc.edu/postings/16872

Position open until filled.

For more information about this position, contact Melanee Vicedo, Chair of the Search Committee, at vicedo@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.

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