

USC Libraries

**Southern California Studies Specialist (#333)
University of Southern California
Requisition ID: P01484299**

POSITION SUMMARY

The University of Southern California (USC) Libraries seek a dynamic and experienced individual to join the Special Collections department to lead the development of collections and services in support of emerging scholarship on Southern California. The Southern California Studies Specialist will develop, promote, and manage USC Libraries' extensive archival, print, and digital collections documenting Southern California's diverse communities, urban and political environments, geography, and the arts. This position will work closely with and support the Library's Center for Advanced Study.

This position requires a combination of skills and confidence that will contribute to the transformation of USC Libraries' collections and services to support multi-disciplinary and multi-media research on Southern California and the American West. We seek candidates motivated by a passion to develop transformative services and invested in the future of research and scholarship. 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. Duties include 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, a global center for arts, technology, and international business, USC's diverse curricular offerings provide extensive opportunities for interdisciplinary study, and collaboration with leading researchers in highly advanced learning environments. 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; value serving a culturally diverse community; 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. For more information, visit: libraries.usc.edu. USC Libraries is developing

a Center for Advanced Study with a concentration on California and the West. This position will play a pivotal role in the development and support of the Center's activities.

SPECIAL COLLECTIONS

The Department of Special Collections supports and makes accessible the university's rare books, historic photographs, and more than 1000 subject archival collections. Our purpose is to collect, preserve, promote and foster access to primary source material to USC students and faculty and outside researchers in our main areas of strength: American literature; Lewis Carroll and Alice in Wonderland; Lion Feuchtwanger and the European exiles of the 20th century in Southern California; Latin American and Iberian Studies; natural history; Shoah Foundation video oral histories; Southern California regional history; and USC history.

For more information, visit: libraries.usc.edu/locations/special-collections

RESPONSIBILITIES AND DUTIES

Reporting to the Head, Special Collections and supporting the Director of the Center for Advanced Study, the Southern California Studies Specialist will:

- Foster strong relationships with teaching faculty and academic units, such as the USC Sidney Harman Academy for Polymathic Study, and promote and support USC Libraries' emerging Center for Advanced Study
- Build strong partnerships with local, regional, state, and national organizations in order to build Southern California collections that include new and emerging media
- Contribute to scholarship focusing on Southern California and promoting our collections
- Collaborate with the USC Digital Library and the libraries' Planning and Communication division to promote collections related to Southern California and to identify opportunities for gifts and purchases and additional collaborations
- Provide disciplinary instruction and research support
- Actively participate in the promulgation of the library's collections through conference attendance, presentations, and scholarly publishing
- Lead collection development, access, and outreach activities that promote collections related to Southern California
- Provide evening and weekend service as assigned
- Participate in library and other committees as assigned
- Contribute to professional and/or scholarly organizations, research, or publishing that will have a significant, positive impact on Special Collections, and advance the USC Libraries' strategic plan and the University's strategic vision.
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EXPERIENCE AND QUALIFICATIONS

- *Minimum qualifications:* MLS from an ALA-accredited program or equivalent is typically required for a librarian appointment at USC. Candidates must have a minimum of 3 years of professional or scholarly experience with special, archival, or digital collections. In addition, candidates must provide examples of:
- A strong commitment to public services and user-centered reference and instructional services within an academic library or research setting

- Ability to work closely with LA as Subject, a group of 230 libraries, museums, archives, historical societies, and private collectors dedicated to preserving and sharing the history and culture of Southern California.
- Extensive knowledge of the history and development of Southern California
- Ability to manage multiple priorities and meet deadlines
- Effective oral and written communication skills
- Experience independently and collaboratively solving problems
- Successful grant writing and grant managing experience

Desirable qualifications:

- Familiarity with issues involved with creating and promoting digital collections and related content
- Second advanced degree
- Successful experience in donor relations, collection solicitation, and gift management
- Working knowledge and/or experience using ArchivesSpace, Aeon, and other library systems/platforms that support workflows for archives and special collections
- Experience in supporting innovative approaches to providing access to unique special collections or disciplinary digital scholarship.

FACULTY APPOINTMENT RANK/SALARY

Rank: Assistant University Librarian

Librarians at USC have faculty status. This is a full-time, continuing appointment track position. Appointment to the continuing appointment track requires the potential to meet the University's criteria for granting continuing appointment—excellence in librarianship—which librarians achieve by having a significant impact on the development and/or implementation of high quality collections and/or services. Additionally, librarians must demonstrate the expectation of continued excellence and growth in profession expertise. Rank and salary commensurate with experience and qualifications.

For more on criteria and qualifications for the appointment, promotion and continuing appointment of librarians at USC, visit: https://libraries.usc.edu/sites/default/files/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: benefits.usc.edu.

APPLICATION PROCEDURE

Applications must be submitted via USC's online faculty application website: <https://facultypositions.usc.edu/FAS/application/position?postingId=P01484299>

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: January 31, 2017

For more information about this position, contact Susan Luftschein, Chair of the Search Committee, at luftsche@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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