

USC Libraries

**Strategic Digital Initiatives Librarian (#320)
University of Southern California
Requisition ID: P01473018**

POSITION SUMMARY

The University of Southern California (USC) Libraries seek an innovative, service-oriented Strategic Digital Initiatives Librarian to join the Digital Library Team. Engaging with researchers, non-profits, and businesses and under the direction of the Director of the Digital Library, the Strategic Digital Initiatives Librarian will provide leadership in developing sustainable, unique digital collections and services for the USC Libraries including working to secure funding for projects and ongoing operations. This entails developing proposals, negotiating licenses with contributors, and identifying novel ways to fund the USC Digital Library. The Strategic Digital Initiatives Librarian will have responsibility for streamlining the processes and management of intellectual property entrusted to the USC Libraries. The Strategic Digital Initiatives Librarian may be asked to represent the USC Libraries in consortia and membership organizations on matters concerning digital libraries and the development of cooperative services.

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 and 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 724,000 e-books.

The USC Digital Library contains over 400,000 assets comprising 1.3 million files of primary resource materials from USC and collaborating institutions. About half of the assets are historical photographs, maps, or other visual resources. Over 50,000 visitors per month access the USC Digital Library's site to discover its unique materials. The USC Digital Library is Content Hub for the Digital Public Library of America and provides metadata to UMBRA African American History Search, University of Georgia Civil Rights Digital Library, OpenNi from the National Library of Medicine and our materials are discoverable through search engines such as Google.

RESPONSIBILITIES AND DUTIES

Reporting to Director, Digital Library, the Strategic Digital Initiatives Librarian will:

- Identify appropriate funding models and sources including grants, donations, licensing, sales, and contracts.
- In consultation with personnel in Special Collections and other library departments, streamline and standardize rights management processes for USC Libraries' intellectual property.
- Under review of University Counsel and USC Libraries administration execute licenses with contributors to the USC Digital Library.
- Develop project proposals and statements of work for grants and contracted projects.
- Secure funding for projects and ongoing operations by working with USC Libraries' Advancement and Grants personnel to identify funding opportunities and work with them to develop proposals.
- In collaboration with USC Libraries Programs and Planning, develop strategies to promote the use of the Digital Libraries' content and services to the campus and broader community so that its content becomes recognized as helping the University to fulfill its strategic goals.
- Reach out to USC faculty, especially to USC Libraries faculty liaisons, in order to connect with faculty in the College and Schools regarding the discovery and use of materials in the USC Digital Library and the development of its collections to support their research and teaching.
- Disseminate information about the Digital Library's collections and services using Libguides, blogs, journal articles, guest lectures, conference presentations and proceedings, social media postings, and other outreach activities.
- Participate in library and other committees as assigned.
- 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 Digital Library, and the advancement of the USC Libraries' strategic plan and the University's strategic vision.
- May be required to work weekend and/or evenings.
- Travel off site for meetings and conferences may be required.

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 and 3 years professional experience. In addition, candidates must provide examples of:

- Successful track record identifying strategic partners and developing projects and programs with them.
- Successful track record of securing funding for technology or library projects.
- Experience estimating costs and developing proposals for digital services.
- Demonstrated experience working with faculty and library personnel to promote library services.
- Evidence of a strong customer service orientation within an academic or research library setting.
- Effective oral and written communication skills.
- Experience independently and collaboratively solving problems.
- Understanding of copyright and related rights and how they are applied in a digital library setting.
- Engagement in professional and/or subject discipline organizations, research, or publishing that will have a significant, positive impact on the provision of service to the USC Libraries.

Desirable qualifications:

In addition, the successful candidate will possess a mix from among the following:

- Successful track record managing projects in a library, academic, or information environment.
- Experience using tools for web authoring, social media, and online collaboration to promote library services and collections.

- Experience with large multiyear technology projects.
- Knowledge of metadata standards, especially Dublin Core and MARC.
- Knowledge of digitization techniques as applied in libraries or other cultural heritage institutions.
- Experience teaching.
- Supervisory experience.

APPOINTMENT RANK/SALARY

Rank: 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. 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: https://libraries.usc.edu/sites/default/files/promotion_guidelines_document.pdf

BENEFITS

This position is full-time on a 12-month contract. 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: To apply for this position visit: <http://jobs.usc.edu/postings/71061>.

As part of the application, candidates must upload one document file (Word or PDF) that contains the following: 1). A cover letter 2). Full curriculum vitae (including telephone and e-mail address), 3). The names, addresses, telephone numbers, and e-mail addresses of at least three references.

Closing date for applications: Open until filled

For more information about this position, contact Deborah Holmes-Wong, Chair of the Search Committee, at dhwong@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.