

**JAPANESE STUDIES LIBRARIAN**  
**Position #246**  
**USC Libraries**  
**University of Southern California**

**POSITION SUMMARY**

The University of Southern California (USC) Libraries seek an innovative librarian to build and promote a strong Japanese collection to support teaching and research at USC. The successful candidate will join the East Asian Library to support faculty and students from all departments and schools engaged in the use of Chinese, Japanese, and Korean language materials.

Reporting to the Head of the East Asian Library, the Japanese Studies Librarian is responsible for developing, cataloging, and managing the Japanese collection, and for assisting patrons in using these library resources.

**THE UNIVERSITY OF SOUTHERN CALIFORNIA**

Founded in 1879, USC is an international center of learning, enrolling more than 33,000 FTE undergraduate, graduate, and professional students on the University Park and the Health Sciences campuses and offering degrees through its College of Letters, Arts, and Sciences, Graduate School, and 16 professional schools. It ranks in the top 10 among private research universities in the United States in federally funded research and in voluntary support. USC is one of only four private research universities in the western United States elected to membership in the Association of American Universities, a group that represents the top one percent of the nation's accredited universities and which accounts for nearly two-thirds of all federally sponsored research.

**USC LIBRARIES**

The USC Libraries house, in Doheny Memorial Library and fourteen specialized libraries, collections of nearly 4,000,000 volumes, over 6,200,000 microforms, 3,100,000 graphic materials, and nearly 47,500 linear feet of manuscripts and archives. USC Libraries subscribe to over 60,000 serials in print and electronic formats. In addition, the USC Libraries' Digital Archive contains more than 193,000 records and 224,000 content files in various formats. The USC Libraries' organization comprises 190 staff and 62 librarians. Annual reference transactions number more than 61,000, with approximately 1100 instructional sessions being presented each year to 16,700 participants. Information on each of the USC Libraries is available at <http://www.usc.edu/libraries/locations>

USC is a member of the Association of Research Libraries, Center for Research Libraries, Digital Library Federation, Statewide California Electronic Library Consortium, Greater Western Library Alliance, and the Pacific Rim Digital Library Alliance. Additional information about the University of Southern California and the USC Libraries can be obtained at <http://www.usc.edu/> and at <http://www.usc.edu/libraries/>

## **EAST ASIAN LIBRARY**

The East Asian Library directly supports the research and teaching of the East Asian faculty and students at USC and includes in its collections Chinese, Japanese, and Korean-language materials in all fields, but with an emphasis on social sciences and humanities. The Library's location on the first floor of Doheny Memorial Library supports a broader mission of promoting the integration of East Asian perspectives into the learning and experience of the university community as a whole. For more information, see:

[http://www.usc.edu/libraries/locations/east\\_asian/](http://www.usc.edu/libraries/locations/east_asian/)

## **EAST ASIAN STUDIES CENTER**

East Asian Studies in Southern California date from 1911, when USC opened a department of Oriental Studies and Comparative Literature. The East Asian Studies Center (EASC) was established in 1975 by the College of Letters, Arts and Sciences to provide dedicated leadership, coordination, and support for the growing interdisciplinary education, research activity, and community outreach concerning East Asia. For more than a quarter century, EASC has been recognized as one of the nation's leading centers for the development of East Asian area studies. USC is among a small group of elite colleges and universities to be designated a National Resource Center for East Asian studies by the U.S. Department of Education. For more information, see: [http://college.usc.edu/east\\_asian\\_studies/](http://college.usc.edu/east_asian_studies/)

## **RESPONSIBILITIES AND DUTIES**

The Japanese Studies Librarian reports to the Head of the East Asian Library. The librarian interacts extensively with personnel responsible for outreach, reference, instruction, and collection development and management. Responsibilities and duties include providing in-person and virtual reference, research consultation, instruction services, and support for Japanese cataloging operations and priorities as needed. In addition, the successful candidate will develop a rich collection of print, electronic, and multimedia materials that supports USC's teaching and research; provide outreach to students, faculty, and staff; identify grant opportunities in consultation with the Dean and Executive Director of Advancement; and create and maintain library web pages. The successful candidate is expected to be actively involved in relevant professional activities.

## **QUALIFICATIONS**

Required: MLS from an ALA-accredited program (or international equivalent), and a BA in a relevant discipline. At least two years experience as a Japanese specialist in an academic or research library, including reference, instruction, and collection development experience. Candidates must have a strong command of the Japanese language, both written and spoken and excellent oral and written communication skills. This position requires strong interpersonal skills; the ability to work in a collegial fashion; demonstrated customer-service orientation; the ability to interact effectively with faculty, students, and staff from diverse cultural backgrounds; the ability to work closely with faculty in support of their research and instructional needs; the ability to manage multiple priorities and meet deadlines; the ability to handle change in a

positive manner; demonstrated ability to work collaboratively; familiarity with the Japanese book trade and vendors; and familiarity with the latest technology and trends in the field of academic librarianship. The successful candidate must demonstrate an interest and involvement in providing contributions to the field of academic librarianship.

Preferred: Advanced degree in a Japanese studies discipline; experience in cataloging, including knowledge of AACR2, LCC, LCSH, and OCLC/MARC tagging; knowledge of Japanese librarianship; knowledge of the application of current information retrieval and other technologies to library services; and experience with web-authoring software.

### **APPOINTMENT RANK/SALARY**

Librarian II or III: Continuing appointment rank and salary commensurate with experience and qualifications, minimum starting salary \$50,000.

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 in turn requires demonstrated excellence in librarianship and substantive and continuing contributions to the profession.

### **BENEFITS**

The position is full-time on a 12-month contract. Benefits include a choice of university sponsored retirement programs, 22 paid vacation days per year, university holidays, a choice of medical and dental plans, and tuition assistance.

### **APPLICATION PROCEDURE**

Applications must be submitted via electronic mail. Candidates should submit a letter of application, full resume (including telephone and e-mail address,) and the names, addresses, telephone numbers, and e-mail addresses of three references to:

Nannette Edelman  
libfacjobs@usc.edu  
Subject: Search Committee #246  
USC Libraries  
University of Southern California

Closing date for applications: August 31, 2008.

For more information on this position, contact Kenneth Klein, Chair, Japanese Studies Librarian Search Committee, at [kklein@usc.edu](mailto:kklein@usc.edu)

The University of Southern California values diversity and is committed to equal opportunity in employment.

USC is an EO/AA Employer

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