

**Head, Gerontology Library
Position #247B
USC Libraries
University of Southern California**

POSITION SUMMARY

The University of Southern California (USC) Libraries seek an innovative, service oriented information professional to head the Gerontology Library. Reporting to the Director, Public Services Division III, the Head will provide leadership and management in the development of gerontology-related information resources and services and oversee the Gerontology Library's staffing and operations. Working collaboratively with librarians and staff, the Head will provide reference, instruction, collection development, and outreach to the university, with an emphasis on gerontology. The Head will partner with the Davis School of Gerontology and the Andrus Gerontology Center to serve residential and distance learners. The Head will keep up-to-date with professional and scholarly activities, associations, and trends impacting librarianship and gerontology.

THE UNIVERSITY OF SOUTHERN CALIFORNIA

Founded in 1879, USC is an international center of learning, enrolling more than 33,500 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 17 professional schools. With a strong tradition of integrating liberal and professional education, USC fosters a vibrant culture of public service and encourages the pursuit of knowledge across academic and geographic boundaries. USC ranks in the top 10 among private research universities in the United States in federally funded research and in voluntary support.

For more information, see <http://www.usc.edu>

USC LIBRARIES

The USC Libraries house, in the Doheny Memorial Library and fourteen specialized libraries, collections of over 4,000,000 volumes, more than 5,700,000 microforms, 3,100,000 graphic materials, and nearly 48,000 linear feet of manuscripts and archives. USC Libraries provides access to over 79,000 serials in print and electronic formats. In addition, the USC Digital Library ranks among the top 10% of academic repositories with 350,000 digital objects, 16 TB of data, and an annual growth rate of 6%. The USC Libraries organization comprises 190 staff and 62 librarians, with a budget of approximately \$40 million. Further information about USC Libraries is available at: <http://www.usc.edu/libraries>.

GERONTOLOGY LIBRARY

The Gerontology Library, located in the Ethel Percy Andrus Gerontology Center, includes a collection of research materials on the study of aging and the aged, primarily

focused on the physical, sociological, and psychological aspects of aging. It houses approximately 20,000 book volumes, 120 journals titles, 300 newsletter titles, and over 1,000 videos, as well as access to a rich array of electronic resources. In addition to the Head, the Library is supported by one full-time staff member and student assistants. For more information, see: <http://www.usc.edu/libraries/locations/gerontology/>.

DAVIS SCHOOL OF GERONTOLOGY

The Davis School of Gerontology, housed in the Ethel Percy Andrus Gerontology Center, was established in 1975, and is the oldest and largest gerontology school in the world. It offered the first Ph.D. in Gerontology, the first joint Master's degree in Gerontology and Business Administration, and the first undergraduate Health Science Track in Gerontology. The Davis School offers a broad and integrated program covering all aspects of aging, and was the first gerontology school to offer a gerontology degree through the Internet. The Andrus Gerontology Center conducts multidisciplinary research in molecular biology, neuroscience, demography, psychology, sociology and public policy. For more information on the Davis School of Gerontology, see: <http://www.usc.edu/dept/gero>.

RESPONSIBILITIES AND DUTIES

Reporting to the Director, Public Services Division III, the Head of the Gerontology Library will have primary responsibility for identifying, selecting, acquiring, and providing access to resources in gerontology, and for overseeing the management, staffing, and development of the Gerontology Library. In keeping with the scope of the School's interests, the Head will work with information resources in a wide range of disciplines, with particular emphasis on the health sciences and gerontology-related social sciences. The Head will, with the appropriate consultation, plan, implement and maintain physical and virtual library spaces and services to support and enhance learning and research within the Davis School and Andrus Gerontology Center. The position will contribute to the development and provision of excellent support for the School's distance learning program. As recommended by the Dean of the Davis School of Gerontology and determined by the Dean of USC Libraries, the Head will participate in the teaching and research programs of the School.

The Head, Gerontology Library will also collaborate with subject librarians and staff to provide services to the USC community. In consultation with colleagues, faculty and students, the Head will develop library collections by selecting print and electronic serials, books, databases, and audiovisual materials for gerontology. The Head will develop and conduct effective, general and discipline-specific library instruction for faculty, staff, undergraduate and graduate students as well as provide in-person and virtual reference service and research consultations within the Gerontology Library and in other venues across campus, as appropriate. The Head will be expected to spend at least 15 scheduled hours per week providing reference and instruction services. Some weekend and evening hours may be required. The Head will create and maintain library web pages and incorporate appropriate technologies to deliver services.

The successful candidate is expected to be up-to-date on relevant library and scholarly information trends and practices. This knowledge must be applied to have a significant, positive impact on the Gerontology Library, designated subject disciplines and services, as well as advance the USC Libraries', Davis School of Gerontology's and the University's strategic plans.

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. A bachelor's degree in gerontology, the life sciences, or relevant social science discipline, or significant experience working with the multi-disciplinary information resources required for gerontology-related research is required. The candidate must have at least 3 years experience working in an academic or research library and teaching research methods as part of an academic program. The candidate must have experience providing reference, instruction, collection development, and outreach to on-campus and distributed or distance learning students and faculty. The candidate must demonstrate a strong public service orientation and the ability to work in a collegial, consultative environment. The candidate must demonstrate management and supervisory experience; excellent oral and written communication skills; experience working with people from diverse cultural backgrounds; and knowledge of relevant trends, techniques and issues in academia and library service.

Desirable qualifications: Master's degree in gerontology, psychology, sociology or the natural sciences; more than 3 years experience working in an academic research library; experience working in a gerontology-related library; experience with web-authoring software; and significant contributions to professional and/or subject discipline organizations, research, or publications.

APPOINTMENT RANK/SALARY:

Assistant or Associate University Librarian: Continuing Appointment track rank and salary commensurate with experience and qualifications.

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

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).

APPLICATION PROCEDURE

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

Nannette Edelman, Coordinator
libfacjobs@usc.edu
Subject: Search Committee #247B
USC Libraries
University of Southern California

Closing date for applications: September 15, 2009.

For more information about this position, contact Linda Weber, Chair of the Search Committee, at lindaweb@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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