

Head, Instruction Services
Position #261
USC Libraries
University of Southern California

POSITION SUMMARY

The University of Southern California (USC) Libraries is seeking a knowledgeable, energetic, and capable librarian to develop and lead a robust student-centered, course-integrated library instruction program. Reporting to the Director, Public Services Division III, the Head will coordinate library instruction services system-wide, working collaboratively with librarians and staff. The Head will promote the USC Libraries' instruction services to campus constituencies, such as teaching faculty, student services, and USC Libraries personnel, to encourage the integration of library resources and research skills into the curriculum. The successful candidate will participate in the USC Libraries' reference, instruction, and outreach programs serving USC's residential and distance learners. The candidate will keep up-to-date with professional and scholarly activities, associations, and trends impacting librarianship.

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 provide[s] 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>.

RESPONSIBILITIES AND DUTIES

Reporting to the Director, Public Services Division III, the Head of Instruction Services will develop, coordinate, and lead planning for the growth of the USC Libraries' instruction program. Building upon existing strong relationships, e.g. the University Writing Program and the

American Language Institute Program, the Head will develop additional partnerships to expand library support of the University curricula. The Head will teach students formally and informally in the use of research tools and foster the development of their information literacy skills. The Head will also work closely with subject librarians to expand university-wide discipline-based library instruction.

The Head will train and support new providers of library instruction. The Head will also work with key library personnel to design and conduct assessment of instruction services and student information literacy skills.

As a member of Public Services, the Head will be expected to spend at least 15 scheduled hours per week providing reference and instruction services. The Head will create and maintain library web pages and incorporate appropriate technologies to deliver services. The Head is expected to support activities related to promoting library services in the course management system in coordination with the Distance Learning and Outreach Librarian. Some weekend and evening hours may be required. The successful candidate is expected to be up-to-date on relevant library instruction and scholarly information trends and practices.

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. At least 3 years experience coordinating, developing, and delivering broad-based library instruction services within an academic research library; demonstrated management and training experience; practice using instruments to assess instruction services and student information skills; experience delivering information literacy services using course management systems; a strong customer-service orientation; experience working in a collegial, consultative environment; experience managing multiple priorities and meet deadlines; experience working with people from diverse cultural backgrounds; excellent oral and written communication skills; knowledge of relevant trends, techniques, and issues in academia and library service; experience assessing information services and student information skills; and experience producing statistical and annual reports.

Desirable qualifications:

More than three years experience providing library instruction; experience with web-authoring software; and experience providing reference services.

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 #261
USC Libraries
University of Southern California

Closing date for applications: September 25, 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.

Revised: 08/06/09