GENERAL INFORMATION

The USC Health Sciences Libraries seeks an energetic and innovative information services librarian for the Jennifer Ann Wilson Dental Library. The Wilson Dental Library (WDL) provides information resources and support for the Herman Ostrow School of Dentistry of USC faculty, students, and staff and selectively for the general oral healthcare community and the public. Two librarians and four staff members provide services at WDL. The information services librarian is an active participant of the problem-based learning process used by the DDS curriculum. The Wilson Dental Library is located within the Ostrow School located on the USC University Park Campus. The Ostrow School has been training dentists and dental hygienists since 1897. The School has an active research program in the areas of oral and craniofacial biology, stem cell science, biofilm research, clinical investigation and more. The School is also renowned for its community outreach program providing oral health services to the local community as well as internationally. For further information, see http://wdl.usc.edu/ and http://dentistry.usc.edu.

RESPONSIBILITIES

Reference Services: Responsible for planning, coordinating and executing all reference activities and policies for the Wilson Dental Library under consultation with the Director. Makes necessary fact-finding studies and user-needs assessments. Maintains appropriate documentation, statistical data, procedure manuals and other data as required.

Bibliographic Instruction / User Education: Responsible for the Wilson Dental Library’s library orientation and instruction programs (both formal and informal presentations) for faculty, students and staff of the Ostrow School including use of USC-licensed electronic resources and use of evidence-based methods. Works with faculty and other instructors in designing and developing objectives and instructional programs and evaluating the effectiveness of these programs. Works in collaboration with other information services librarians of the USC Health Sciences Libraries.

Collection Development: Assists the Director in the formulation of the selection policy, selection and deselection of material, and other collection development activities, especially as related to reference and reader services. Works with faculty, students and others in recommending titles for acquisition. Assists the Director in formulating a preliminary acquisitions budget for the Wilson Dental Library.

Personnel and Related Responsibilities: Assists in the orientation and training of library staff. Is responsible for supervising and evaluating the supervising library assistant (SLA) and conducts evaluations of the SLA. Functions as a resource person for the SLA related to responsibilities for supervising and evaluating the library assistants and library student assistants. In charge of the Wilson Dental Library in the absence of the Director.

Library Website: Collaborates with the Director of the Wilson Dental Library on the library’s website, including implementing new pages and revising existing pages, reformulating data and sites, and interacting with
webmasters for the School of Dentistry, the Health Sciences Libraries and others. Conducts user-needs assessments as well as gathers and maintains statistical data for reports.

**Research:** Conducts scholarly research and writes publications in partial fulfillment of “continuing appointment” track status in the University of Southern California, including presentation of papers, poster sessions, talks, etc., at professional meetings.

**Other Responsibilities and Special Projects:** Attends professional meetings and workshops, serves on professional, library, school and university committees as elected or appointed, and performs other activities and special projects as assigned.

**QUALIFICATIONS**

- Masters in Library Science or equivalent degree.
- Professional library experience in an academic health sciences library; *prefer 3+ years’ experience*.
- Knowledge of adult learning principles and experience in providing in-person or online instruction.
- Experience using health science information resources and conducting literature searches.
- Experience and facility with using current and emerging technologies.
- Excellent oral and written communication skills
- Ability to work collaboratively in a team environment.
- Demonstrated initiative and ability to manage multiple projects.

**STATUS/SALARY**

Starting salary depends on qualifications and experience. This position is on the continuing appointment track.

**BENEFITS**

37½ hour week; 22 days’ vacation; sick leave; disability plan; retirement plan (TIAA/CREF and other options); tuition assistance; medical, dental and life insurance; credit union; group auto and homeowner’s insurance available (www.usc.edu/benefits).

**HOW TO APPLY**

Applications must be submitted via USC’s online faculty application website: [https://jobs.usc.edu/postings/42028](https://jobs.usc.edu/postings/42028). As part of the application, candidates must upload in Word or PDF a cover letter and curriculum vitae.

Closing date: Until filled.

For more information about this position, contact Leslie Jones, USC Norris Medical Library, (323) 442-1130, email lesliecj@usc.edu.

USC values diversity and is committed to equal opportunity in employment. Women and men, and members of all racial and ethnic groups are encouraged to apply.