

**Associate Director
Research and Instruction Services**

Norris Medical Library
University of Southern California
Requisition ID: 20033270

The Norris Medical Library seeks a dynamic, collaborative, and talented librarian who is prepared to lead a team of library faculty and staff in support of the research, instruction, clinical, learning, and knowledge discovery initiatives of the University of Southern California. Reporting to the Associate Dean for Health Sciences Libraries, the Associate Director for Research and Instruction Services manages, plans, coordinates, and promotes the Library's research and learning resources as well as oversees the operations of reference and mediated searching. The Associate Director collaborates actively with all units of the Library and through the services of research and instruction supports students, faculty and other library users. This is a leadership position and the chosen candidate will serve as a member of the library's executive committee.

The Norris Medical Library is an academic health sciences research library serving the Schools and Departments of Medicine, Pharmacy, Occupational Sciences/Occupational Therapy and Biokinesiology/Physical Therapy. It also provides clinical information support to USC's Keck Medical Center and Children's Hospital Los Angeles. The library is strongly user focused and committed to providing faculty, students and staff with access to a wide variety of electronic information resources, including books, journals, bioinformatics tools, databases, evidence-based resources and mobile resources. The library contains 147,000 volumes and receives 3,055 current electronic journals. The staff of 37 FTE includes 14 librarians. For additional information, see nml.usc.edu. The Norris Medical Library is part of the 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; value serving a culturally diverse community; 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. Through an active outreach program librarians and staff at USC Libraries conduct orientations, workshops, and instruction sessions that reach thousands of undergraduate and graduate students annually. For more information, visit libraries.usc.edu.

Responsibilities

- Leads research and instruction services, performs instruction, including curriculum development in research literacy skills and technology planning that ensures excellence in research and knowledge navigation.
- Recruits, trains, evaluates, and supervises the work of the research and instruction services unit members.
- Directs the unit in innovation, development, planning, promotion, problem solving and evaluation.
- Leads and participates in reference activities.
- Develops procedures, priorities and goals to meet the needs of primary users, preparing statistical and narrative reports as requested.
- Collaborates with faculty to maximize the integration of library instruction into the curriculum of Health Sciences schools and programs. Contributes to the overall development and innovation of the library by actively participating in library, health sciences, and university committees, workgroups and task forces.
- Cultivates partnerships and collaborates with faculty on projects including teaching, grants, manuscripts, paper or poster presentations.
- Maintains current knowledge of the trends and issues in health sciences research, scholarly communication, systematic reviews, data management, and higher education.

- Serves on the senior management team.
- Pursues an active career plan in the areas of performance, development, research support and service.
- Some night and weekend work required.

Qualifications and Experience

Minimum Qualifications

- Masters' degree or higher in library/information science from an ALA-accredited institution or non-U.S. equivalent
- At least 5 years of experience working in an academic, research or special library
- At least 4 years of experience supervising librarians
- Experience and proficiency with using current and emerging technologies
- Excellent interpersonal, communication, presentation, and instructional skills
- Flexibility and adaptability for work in an evolving, fast-paced environment
- Demonstrated organizational, analytical, and critical thinking skills
- Demonstrated service orientation and the essential ability to build and sustain relationships
- Demonstrated initiative, the ability to manage multiple projects and a commitment to professional development
- Demonstrated evidence of strong leadership and mentoring skills

Desirable Qualifications

- At least 5 years of experience working in an academic health sciences library
- Experience working with researchers
- Experience with grant writing
- Experience working with diverse groups to reach common goals
- Experience with systematic reviews and data management

Salary/Status

Starting salary depends on qualifications and experience. This position is on the continuing appointment track, the USC Libraries' equivalent to tenure.

Benefits

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>.

How to Apply

Applications must be submitted via the Careers at USC webpage: <https://usccareers.usc.edu/job/los-angeles/associate-director-research-and-instruction-services-norris-medical-libraries-340/1209/4619327>

As part of the application, candidates must upload one document file (Word or PDF) that contains the following: 1) a cover letter, 2) a curriculum vitae (including telephone and e-mail address), and 3) a list of at least three references that includes the name, address, telephone number, and e-mail address for each referee.

Position open until filled.

For more information about this position, contact Cynthia Henderson, Chair of the Search Committee, at hend027@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. USC will make reasonable accommodations for qualified individuals with known disabilities unless doing so would result in an undue hardship. Further information is available by contacting uschr@usc.edu.