

# USC Libraries

**Associate Dean, Strategic Initiatives (#343)  
University of Southern California  
Requisition ID: 20053155**

## **POSITION SUMMARY**

The University of Southern California (USC) Libraries seek a dynamic and enterprising Associate Dean for Strategic Initiatives to provide leadership for USC Libraries communications, programming and strategic initiatives. This position reports to the Dean of the USC Libraries and participates as an active member of the Dean's Cabinet. This position requires a firm grounding in the world of academic libraries and excellent communication skills, along with a professional reputation for strategic innovation in communication, outreach and academic partnerships locally and internationally. The Associate Dean will provide leadership, guidance, and management of staff and faculty involved in programming, outreach, instruction, assessment, and grant-seeking to support the teaching, learning, and research needs of USC students, faculty, and staff. The Associate Dean will cultivate strong relationships with faculty, students, campus partners, the wider library community, and the public in support of the libraries' and the university's mission and vision.

We seek candidates motivated by a passion to develop transformative library services and invested in the future of librarianship and the support it can provide to the broader community of learners and researchers. The successful candidate is expected to be creative in identifying and solving problems within a collegial and collaborative environment. The successful candidate must be knowledgeable of current relevant library and scholarly information trends and practices, and be able to apply this understanding to make a significant, positive impact on the USC community and beyond. Duties include weekend and evening hours.

## **THE UNIVERSITY OF SOUTHERN CALIFORNIA**

The University of Southern California is one of the world's leading private research universities. An anchor institution in Los Angeles, a global center for arts, technology, and international business, USC's diverse curricular offerings provide extensive opportunities for interdisciplinary study, and collaboration with leading researchers in highly advanced learning environments. With a strong tradition of integrating liberal and professional education, USC fosters a vibrant culture of public service and encourages students to cross academic as well as geographic boundaries in their pursuit of knowledge. For more information, visit [www.usc.edu](http://www.usc.edu)

## **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](http://libraries.usc.edu).

## **RESPONSIBILITIES AND DUTIES**

The Associate Dean for Strategic Initiatives serves as a member of the Dean's Cabinet. Reporting to the Dean of USC Libraries, the Associate Dean will:

- Provide leadership, develop and assess the libraries' strategic initiatives within the framework of the USC Libraries' and the university's strategic plans
- Lead and manage the libraries' communications, programming, outreach and assessment activities and personnel
- Oversee and serve as the libraries' lead for the Master of Management in Library and Information Science (MMLIS) program housed in the Marshall School of Business
- Oversee and provide strategic leadership for the Sidney Harman Academy for Polymathic Study and other entities for which USC Libraries is the academic home (e.g. Phi Kappa Phi Honor Society)
- Provide leadership for L.A. as Subject, an organization of 230 libraries, archives, museums and private collectors for which the USC Libraries serve as the host institution
- Oversee the libraries' grant-seeking operations
- Participate in library and other committees as assigned
- Engage in professional and/or subject discipline organizations, research, or publishing that will have a significant, positive impact on the USC Libraries, and advance the USC Libraries' strategic plan and the University's strategic vision
- Provide evening and weekend service as assigned.

## **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. In addition, candidates must provide evidence of:

- At least three years of experience working in an academic, research, or special library, with increasing leadership or managerial responsibilities
- A bachelor's degree in the arts, humanities, or social sciences
- Experience with budget development and organizational planning
- A strong commitment to public and access services and user-centered programming and outreach services within an academic or research library setting nationally and internationally
- Demonstrated capacity to plan, develop and assess priorities and strategies that align resources to meet the academic and research vision of the USC Libraries and the university
- Demonstrated ability to establish effective and sustainable partnerships that support strategic goals
- Ability to manage multiple priorities and meet deadlines
- Outstanding oral and written communication skills
- Experience in solving problems independently and collaboratively
- Experience managing projects in a library, academic, cultural or information environment
- Knowledge of current professional trends, especially those relating to research support services to a diverse population on and off campus.

*Desirable qualifications:*

- More than three years of experience working in an academic, research, or special library, with increasing leadership or managerial responsibilities
- Graduate degree in the arts, humanities or social sciences

- Demonstrated knowledge of scholarly communication and digital humanities trends in higher education

## **FACULTY APPOINTMENT RANK/SALARY**

### **Rank: Assistant University Librarian**

Librarians at USC have faculty status. This is a full-time, continuing appointment track position. Appointment to the continuing appointment track requires the potential to meet the University's criteria for granting continuing appointment—excellence in librarianship—which librarians achieve by having a significant impact on the development and/or implementation of high quality collections and/or services. Additionally, librarians must demonstrate the expectation of continued excellence and growth in profession expertise. Rank and salary commensurate with experience and qualifications.

For more on criteria and qualifications for the appointment, promotion and continuing appointment of librarians at USC, visit: [https://libraries.usc.edu/sites/default/files/criteria\\_document07152008.pdf](https://libraries.usc.edu/sites/default/files/criteria_document07152008.pdf)

## **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 [benefits.usc.edu](https://benefits.usc.edu).

## **APPLICATION PROCEDURE**

Applications must be submitted via USC's online faculty application website:  
<https://facultypositions.usc.edu/FAS/application/position?postingId=REQ20053155>

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.

Closing date for applications: open until filled.

For more information about this position, contact Caroline Muglia, Chair of the Search Committee, at [muglia@usc.edu](mailto:muglia@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](mailto:uschr@usc.edu).

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