James D. Bales Papers Project Archivist

The University of Arkansas Libraries invite applications for the position of Project Archivist for the James D. Bales papers. The position is an 18-month NHPRC grant-funded position. The goal of this project is to arrange, describe, and provide access to the James D. Bales papers, comprising 435 linear feet (l.f.), in an 18-month time period. The project archivist will assist in achieving this goal by a) initiating a detailed survey of the collection, b) arranging and describing the collection, c) creating an Encoded Archival Description (EAD) finding aid and a collection-level MARC record for the collection, and d) assisting in publicizing the project through press releases, social media, professional newsletters, discussion lists, presentations, and publications.

General Duties. Tasks will include but are not limited to arranging, describing, and preserving a large historically significant manuscript collection; identifying and applying knowledge of appropriate best archival practices and national standards to develop a comprehensive processing plan for the collection; surveying the collection to identify preservation needs; collaborating with library personnel in the creation of an EAD finding aid as well as coordinating a project blog for the collection; conducting research on the background of the collection and the donor; giving presentations on the collection and assisting with public relations opportunities to promote the project; and maintaining records and data for reports. Reports to the Assistant Head of the Special Collections Department.

The ideal candidate will possess excellent analytical skills and problem solving skills combined with attention to detail; ability to set priorities, meet deadlines, and work independently and collaboratively on team-based projects; excellent oral and written communication skills; demonstrated ability to complete projects in timely manner within an allocated budget.

Qualifications. Required: Bachelor’s degree with at least one year of experience processing manuscript collections in archives or libraries. Preferred: Master’s degree in Archives and Record Administration, a master’s degree in Archival Studies, or a master’s degree from an ALA-accredited program with a concentration in archival studies. Demonstrated experience with application of archival theory, best practices for all facets of archival processing, and national descriptive cataloging standards, such as EAD, DACS, and MARC.

Salary and Benefits. Temporary 18-month appointment. Twelve-month, non-classified, non-faculty position (Research Assistant). Salary: $32,000. Benefits include TIAA/CREF and/or Fidelity, 22 days of annual leave, tuition reduction, health and dental insurance.

Background: The University of Arkansas places students first by enhancing academic programs, creating an engaging campus life, and marshaling the expertise of the faculty, staff, and students. The University is classified by the Carnegie Foundation as a research university with very high levels of research activity (RU/VH). The funding for research awards and research expenditures continues to grow and so do the academic programs offered. The University Libraries share in the stewardship of the University’s goals and takes responsibility for the health of the research and teaching collections as well as programs that further support the academic mission. For more information, visit the Libraries’ home page (http://libraries.uark.edu/). The University of Arkansas campus (http://www.uark.edu/) in Fayetteville, Arkansas, with a student enrollment of more than 26,000, is the flagship campus of the University of Arkansas System. With a population of approximately 460,000, the northwest Arkansas region is home to two Fortune 100 company headquarters. This thriving region offers numerous cultural venues, such as the Crystal Bridges Museum of American Art, the Walton Arts Center, and the Shiloh Museum of Ozark History.
Application deadline and contact information. Women and minorities are encouraged to apply. Completed applications received by February 25, 2016, will receive full consideration. For the full posting or to apply, please go to http://jobs.uark.edu/postings/12136. When completing your application, please upload the following: résumé and letter of application (addressed to the attention of Jeff Banks, Assistant Director for Library Human Resources and Diversity Programs).

The University of Arkansas is an equal opportunity, affirmative action institution. The University welcomes applications without regard to age, race, gender (including pregnancy), national origin, disability, religion, marital or parental status, protected veteran status, military service, genetic information, sexual orientation, or gender identity. Persons must have proof of legal authority to work in the United States on the first day of employment. All applicant information is subject to public disclosure under the Arkansas Freedom of Information Act.