John Paul Hammerschmidt Papers Archivist

The archivist will oversee the processing of the papers of former U.S. Representative John Paul Hammerschmidt (R-Arkansas 3rd District, 1967-92).

**General Duties.** Responsible for processing a large collection of manuscripts (approx. 1500 boxes) dealing with recent political history. Trains and supervises at least two employees and one intern. Establishes a work plan; reviews documents and makes independent and qualitative decisions to determine disposition; sorts and arranges manuscripts; identifies restricted, fragile, or unneeded materials. Prepares inventories and develops finding aids to the collection; maintains records for developing reports; sorts and identifies photographs in the collection. Oversees the digitization of specific items in the collection and collaborates with other library personnel to create electronic finding aids and other tools for the department’s Web page. Researches background of the collection and the donor; gathers information about Hammerschmidt and the collection through contact with former employees and staff members of the Congressman’s office, as well as with other individuals with knowledge and expertise in Arkansas politics and Congressional archival collections. Conducts presentations on the contents of the collection. Reports to the Manuscripts and Rare Books Librarian.

**Qualifications. Required:** Bachelor’s degree or equivalent, plus two years of experience working in an archives or library. **Preferred:** Managerial experience; familiarity with archival processing; and familiarity with modern Arkansas political history. Working knowledge of word-processing software, such as Microsoft Word. Knowledge of Microsoft Excel or similar software.

**Salary and Benefits.** Temporary three-year appointment. Twelve-month, non-classified, non-faculty position (Research Assistant). Minimum salary: $25,000. Benefits include TIAA/CREF and/or Fidelity, 22 days of annual leave, tuition reduction, health and dental insurance.

**Background.** Supported by major gifts received through the Campaign for the 21st Century, University goals include increasing enrollment by several thousand students; establishing new academic programs, especially in the Honors College and Graduate School; and increasing research across the curriculum. In concert with these goals, the Libraries have identified strategic initiatives to meet increasing expectations of students and faculty in this growth environment, including innovations within the Libraries; activities to support the University’s land-grant teaching and research mission; and dedication, innovation, cooperation, and flexibility among personnel.

The University Libraries hold over 1.7 million volumes. Library personnel (FTE) include 32 library faculty, 80 professional and support staff, 3 library graduate assistants, and 29 student assistants. The Libraries participate in the Greater Western Library Alliance. For more information, visit the UA home page [http://www.uark.edu](http://www.uark.edu), the Libraries’ home page [http://libinfo.uark.edu](http://libinfo.uark.edu), and the Fayetteville Web site [http://www.accessfayetteville.org/](http://www.accessfayetteville.org/).

Located in northwest Arkansas, Fayetteville has been ranked by the Milken Institute as the nation’s number one "Best Performing City" in categories of local economy, job market, and reliable growth industries. With a population of over 300,000, the region is one of the fastest-growing in the U.S., has one of the nation’s lowest unemployment rates, and hosts the headquarters of two Fortune 500 companies. Situated in the Ozark Mountains, Fayetteville and the surrounding area offer numerous cultural activities and outdoor recreational opportunities.

Review of applications begins July 18, 2006, and continues until position is filled. Send letter of application, résumé, and names, addresses, and telephone numbers of three current references to Ms. Janet Parsch, Director for Organizational Development, University of Arkansas Libraries, 365 N. McIlroy Avenue, Fayetteville, Arkansas 72701-4002, or email libhrofc@uark.edu. The University of Arkansas is an Affirmative Action/Equal Opportunity institution committed to achieving a culturally diverse faculty. Applicants must have proof of legal authority to work in the United States.