DATE: October 9, 2006

TO: All Library Departments

FROM: Janet Parsch
       Director for Organizational Development

SUBJECT: Position Vacancies (PSBs 10965 and 10966)

The following information is provided to all employees who may wish to apply for a position soon to be available in the library.

TITLE: Library Academic Technician III (John Paul Hammerschmidt Papers Processor)

HOURS: 8:00 A.M. - 5:00 P.M.
        Monday - Friday

DEPARTMENT: Special Collections

SALARY: $20,140

DATE AVAILABLE: Two weeks from posting with Human Resources;
                 Two three-year temporary positions

INTERVIEWS: Call Felicia Thomas, Special Collections, at 575-2241, Libraries Storage Annex, to make an appointment for an interview.

MINIMUM QUALIFICATIONS: The formal education equivalent of a high school diploma and four years' experience in library services or other job-related education and/or experience.

PREFERRED QUALIFICATIONS: Bachelor's degree or equivalent; familiarity with archival processing; familiarity with modern Arkansas political history; working knowledge of word-processing computer software, such as Microsoft Word; knowledge of Excel or similar software.

DESCRIPTION: Responsible for processing a large collection of manuscripts dealing with recent political history (John Paul Hammerschmidt Papers). Makes decisions as to the correct identification of historical materials as well as their physical destination within the organizational scheme. Determines whether items should be restricted due to their sensitive nature or due to their physical deterioration. Determines preservation method and carries out archival preservation techniques. Prepares inventories and develops finding aids to the collection. Maintains records for developing and writing reports. Sorts and identifies photographs within the collection. Prepares digital copies of items within the collection and collaborates with other library personnel to create electronic finding aids and other tools for the department’s Web page. Office is located in the Libraries’ new storage facility in the southwest area of campus (Eastern Avenue). Reports to the John Paul Hammerschmidt Papers Archivist.