Head, Library Human Resources

The University of Arkansas Libraries seek dynamic and innovative leadership for the position of Head, Library Human Resources Department. The head is responsible for administration of the Library Human Resources Office as well as for development and coordination of staff development programs for library faculty, staff, and student employees. The University Libraries employ 33 faculty, 86 professional and support staff, and 24 FTE hourly and student employees.

Responsibilities. The Head is responsible for the full range of personnel services from hiring through retirement; coordinates the process of classification reviews, faculty and staff annual performance reviews, and faculty applications for tenure and promotion; creates, organizes, and oversees staff development and training activities; interprets and develops personnel policies and procedures; ensures that library policies and procedures are in conformance with University and government regulations; counsels personnel; and serves as the library's chief diversity officer. The person in this position supervises two office staff, will be in frequent contact with the University’s Human Resources Office and Affirmative Action Office, and reports to the Libraries’ Director for Administrative Services.

Qualifications. Required: Bachelor's degree with significant relevant human resources experience is necessary. Significant supervisory experience; good oral and written skills, and especially interpersonal skills; ability to work effectively in a team environment; a strong commitment to diversity; strong service orientation; demonstrated organizational and analytical skills, and effective computer skills. Candidates will also be expected to demonstrate a commitment to fostering an innovative, flexible, and enjoyable work environment and a commitment to professional development and growth for all library faculty and staff. Preferred: Master’s degree in Library Science (or its equivalent), business, human resource management, human resource development, or related field; demonstrated knowledge and expertise in human resource administration—preferably in higher education. PHR or SPHR certification is a plus.

Salary and Benefits. Non-faculty, non-classified staff position (Senior Library Assistant). Minimum salary $45,000, depending upon qualifications. This position has excellent benefits, including 22 days of vacation, comprehensive health and dental plans, as well as TIAA/CREF and Fidelity retirement plans.

Background. The Libraries have identified strategic initiatives to meet increasing expectations of students and faculty through innovations within the Libraries; activities to support the University’s land-grant teaching and research mission; and dedication, cooperation, and flexibility among personnel. For information about the University of Arkansas and the Libraries, visit the UA home page (http://www.uark.edu) and the Libraries’ home page (http://libinfo.uark.edu).

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. Visit the Fayetteville Web site (http://www.accessfayetteville.org/).

Application deadline and contact information. Review of applications begins September 7, 2007, and continues until the position is filled. Send letter of application, résumé, and names, addresses, and telephone numbers of three current references to Ms. Juana Young, Associate Dean, 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 and staff. Applicants must have proof of legal authority to work in the United States.