The Research Services unit of the University Libraries Special Collections Department is responsible for providing assistance to undergraduate and graduate students, faculty, and staff of the University of Arkansas and other universities as well as researchers from businesses, government agencies, publishers, museums, other libraries, and the general public. Services provided range from ready reference and identification of appropriate sources to assistance with extensive research. Patrons contact us in person, and by telephone, e-mail, fax, and postal mail. Materials in the department include manuscript collections, archives, photographs, maps, books, journals, vertical files, and other materials.

**General Duties.** The Reading Room Supervisor responds to initial inquiries, obtains additional staff assistance when needed, explains research methods and procedures for identifying and using materials in the department, oversees use of materials, oversees the completion of duplication of materials, follows through with responses to patron requests for information and/or duplication of materials, prepares statistical and narrative reports about the use of materials in the department, and assists with stacks maintenance in the department’s closed stacks. The position is responsible, under the direction of the Head of Research Services, for implementing policies and procedures established for access to, security for, and preservation of materials in the department. The position supervises one full-time assistant, two half-time assistants, and work-study students assigned to the reading room. This position is central to providing public services in the department.

**Qualifications. Required:** Master’s degree in history, political science, a social science field, American literature, or other discipline related to major holdings in the department. Demonstrated effectiveness in research methods, both oral and written communication skills, and interpersonal skills. Computer literacy, including the ability to use effectively Microsoft Word and Excel, Adobe products, online library resources, and Web search engines. Two years of experience working with the public in a research environment, preferably a university library or other research setting. **Preferred:** Courses in American and Arkansas history and knowledge of Arkansas research resources. Experience as a direct supervisor or “lead worker” in a library or research position.

**Salary and Benefits.** Twelve-month, non-classified, non-faculty position (Senior Library Assistant). Salary $30,000. Benefits include TIAA/CREF and/or Fidelity, 22 days of annual leave, tuition reduction, and health and dental insurance.

**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.

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), the Libraries’ home page (http://libinfo.uark.edu), and the Fayetteville Web site (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 June 22, 2007, and continues until 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. Mcllroy Avenue, Fayetteville, Arkansas 72701-4002, or email libbrofc@uark.edu. The University of Arkansas is an Affirmative Action/Equal Opportunity institution committed to achieving a culturally diverse faculty and staff. All applicants are subject to public disclosure under the Arkansas Freedom of Information Act and persons hired must have proof of legal authority to work in the United States.