**Head, Special Collections Department**

The University of Arkansas Libraries invite nominations for and applications from energetic, flexible, and innovative professionals to lead the Special Collections Department, comprised of manuscript collections, rare books, the Architecture Archives, and the University Archives. The head of the Special Collections Department is charged with leading the development of strategic plans, generating national and international interest in the collections, and working collaboratively with other special collections in the nation to enhance the availability of archived materials.

Responsibilities include articulating a strategic focus to achieve the Department’s and Libraries’ goals and priorities; anticipating, initiating, and responding to changes in the University environment and academic programs; structuring the collections to meet the information needs of the University; and ensuring that the Department maintains a strong commitment to excellent customer service. The head of Special Collections also facilitates the integration of research and teaching through collaborations with University departments and programs; collaborates with colleagues to advance digital initiatives; actively contributes to library-wide planning and assessment efforts; and represents the Libraries in relevant local, regional, national, and international organizations. The position reports to the Director for Collection Management Services and Systems.

**Qualifications Required:** A master’s degree from an ALA-accredited program; OR an archival certification and a graduate degree in an appropriate discipline such as history, public policy, political science, or a related field. A minimum of seven years of progressively responsible experience in an academic or research library, archives, or major historical society. Demonstrated understanding of, and receptiveness to, the uses of emerging technologies. Evidence of performance, scholarly engagement, and active participation in professional organizations sufficient to meet criteria for appointment at the highest level. Excellent interpersonal skills; ability to work independently and collegially as a member of a team; strong analytical and organizational skills; excellent written and oral communication skills; and demonstrated commitment to effective public service and ability to work with diverse constituents. **Preferred:** Experience with fundraising. Demonstrated success with digital collections initiatives. Experience with writing and administering grants. Familiarity with accepted preservation methodology. Both a master’s degree from an ALA-accredited program and a graduate degree in history, public policy, political science, or related field.

**Special Collections Department:** The Special Collections Department was created in 1967 to encourage research and writing in the history and culture of Arkansas and the surrounding region. The mission of the department is to acquire, preserve, and provide access to materials to support scholarly investigation of the state, its customs and people, and its cultural, physical, and political climate. Special Collections houses approximately 15,000 linear feet of manuscript collections, approximately 28,000 titles of Arkansas print material, more than 100,000 photographs, and about 10,000 maps and rare books, and the University Archive. Notable collections include: the papers of Senator J. William Fulbright, the Council for International Exchange of Scholar Records, the works of noted photographer Lawrence “Larry” W. Obsitnik, composers William Grant Still and Florence Price, writer John Gould Fletcher, and the Peace Links Papers. The Department is comprised of 11.5 FTE faculty and staff. For more detailed information on the department please visit the Web site: [http://libinfo.uark.edu/specialcollections/](http://libinfo.uark.edu/specialcollections/)

**Rank and Salary:** Tenure-track, twelve-month faculty appointment at the rank of Librarian / Professor. Minimum salary: $70,000.

**Benefits:** Relocation allowance available. Benefits include TIAA/CREF, Fidelity Mutual Fund, or the Arkansas Public Employees Retirement System, 22 days of annual leave, tuition reduction, and health insurance.
**Background:** The University of Arkansas places students first by enhancing academic programs, creating an engaging campus life, reducing obstacles, enhancing diversity, improving graduation rates, 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 University provides a superior campus landscape and environment while designing and building world class facilities. 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 take responsibility for the health of the research and teaching collections as well as programs that further support the academic mission. The library system comprises the David W. Mullins Library (the main research facility) and four branch libraries: the Robert A. and Vivian Young Law Library, the Fine Arts Library, the Chemistry and Biochemistry Library, and the Physics Library. The combined holdings of the University Libraries total over 1.9 million volumes of books and periodicals and 5.5 million microforms. The Libraries receive more than 49,000 serial titles. For more information, visit the Libraries’ home page [http://libinfo.uark.edu](http://libinfo.uark.edu). The University of Arkansas campus [http://www.uark.edu](http://www.uark.edu) in Fayetteville, Arkansas, with a student enrollment of more than 23,000, is the flagship campus of the University of Arkansas System. With a population of approximately 420,000, the northwest Arkansas region is home to two Fortune 100 company headquarters. Situated in the Ozark Mountains, this region offers numerous cultural activities and recreational opportunities. [http://www.collegetownprofile.com/arkansas/universityofarkansas/index.html](http://www.collegetownprofile.com/arkansas/universityofarkansas/index.html)

**Application deadline and contact information.** Women and minorities are encouraged to apply. Completed applications received by May 15, 2012, will receive full consideration. Late applications will be reviewed as necessary to fill the position. Send letter of application, résumé, and names, addresses, and telephone numbers of three current references to libbrofc@uark.edu to the attention of Jeff Banks, Head, Library Human Resources Department, University of Arkansas Libraries, 365 N. McIlroy Avenue, Fayetteville, Arkansas 72701-4002.

*The University of Arkansas is an Affirmative Action/Equal Opportunity institution committed to achieving a culturally diverse faculty. Persons hired must have proof of legal authority to work in the United States. All applicants are subject to public disclosure under the Arkansas Freedom of Information Act.*