

Head, Special Collections Department

The University of Arkansas Libraries invite nominations for and applications from innovative, energetic, and flexible professionals to lead the Special Collections Department, comprised of manuscript collections, rare books, architecture collections, and the University Archives. The Head, Special Collections Department will lead the development of strategic plans, generate national and international interest in the collections, and work collaboratively with other organizations in the nation to enhance the availability of archived materials. This position reports to the Dean of the Libraries.

Primary responsibilities include articulating a strategic focus to achieve the Department's and Libraries' goals and priorities; anticipating, initiating, and responding to changes in the academic programs and the University environment; 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, Special Collections Department 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.

Responsibilities of this position include research, creative work, and service in keeping with the faculty requirements of the University of Arkansas. The successful candidate must have demonstrated accomplishments commensurate with the criteria for appointment with tenure at the level of Librarian / Professor. A dossier will be required for appointment and hiring.

The ideal candidate will possess 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.

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 relevant experience in an academic or research library, archives, or major historical society. Demonstrated understanding of, and receptiveness to, the uses of emerging technologies.

Preferred: Experience with fundraising. Demonstrated success with digital collections initiatives. Knowledge of the development and managing of rare books acquisitions. Experience with writing and administering grants. Familiarity with accepted preservation methodologies including both analog and digital materials. Both a master's degree from an ALA-accredited program and a graduate degree in history, public policy, political science, or related field.

Rank and Salary: Twelve-month faculty appointment with tenure at the rank of Librarian / Professor. Salary: \$85,000.

Benefits: Relocation allowance available. Benefits include TIAA or Fidelity Mutual Fund, 22 days of annual leave, tuition reduction, and health insurance.

Background: 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 more than 19,000 linear feet of manuscript collections, more than 60,000 volumes related to Arkansas history, and a growing collections of

more than 5,000 rare books. Notable collections include the papers of Senator J. William Fulbright, the Bureau of Educational and Cultural Affairs Historical Collection, the architectural drawings of Edward Durell Stone, American composers William Grant Still and Florence Price, writer John Gould Fletcher, and the Peace Link Records. The Department is comprised of 12.5 FTE faculty and staff. For more detailed information on the department please visit the Web site: <http://libraries.uark.edu/specialcollections/>

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 takes responsibility for the health of the research and teaching collections as well as programs that further support the academic mission. For more information, visit the Libraries' home page (<http://libraries.uark.edu>). **The University of Arkansas campus** (<http://www.uark.edu/>) in Fayetteville, Arkansas, with a student enrollment of more than 26,000, is the flagship campus of the University of Arkansas System. With a population of approximately 500,000, the northwest Arkansas region is home to two Fortune 100 company headquarters. This thriving region offers numerous cultural venues, such as the Crystal Bridges Museum of American Art, the Walton Arts Center, and the Shiloh Museum of Ozark History.

Application deadline and contact information. Women and minorities are encouraged to apply. Completed applications received by October 15, 2016, will receive full consideration. For the full posting or to apply, please go to <http://jobs.uark.edu/postings/16001>. When completing your application, please upload the following: letter of application (addressed to the attention of Jeff Banks, Assistant Director for Library Human Resources and Diversity Programs), résumé, and names, addresses, and telephone numbers of three current references.

The University of Arkansas is an equal opportunity, affirmative action institution. The University welcomes applications without regard to age, race, gender (including pregnancy), national origin, disability, religion, marital or parental status, protected veteran status, military service, genetic information, sexual orientation, or gender identity. Persons must have proof of legal authority to work in the United States on the first day of employment. All applicant information is subject to public disclosure under the Arkansas Freedom of Information Act.