Assistant Head of Special Collections
(Manuscripts and Archives Librarian)

The University of Arkansas Libraries seek an innovative, experienced archival professional to assist with the leadership of the Special Collections Department to identify, solicit, retain, and publicize the collections to the academic community, within Arkansas, and across the nation. The successful applicant will possess strong analytical, organizational, and communication skills and the ability to work independently and collegially. Reporting to the Head of Special Collections, the assistant head will manage the department in the absence of the head and lead 4.5 FTE processors in the Manuscripts and Archives Unit, which is responsible for managing, organizing, and making accessible all manuscript and archival collections.

General duties: Participates actively in planning for the department; assists with promoting and publicizing the work of the department; and facilitates the integration of research and teaching through collaborations with librarian colleagues and University departments and programs. Assists the department head with evaluating and working with a variety of technological resources; works extensively with the department head and development officer to establish donor relations and the continued acquisition of Arkansas publications, manuscripts, photographs, and other archival collections; serves as liaison to the Department of History and campus faculty to ensure the acquisition of complementary and scholarly resources; provides reference and research support; and participates in relevant local, state, and national organizations.

Qualifications. Required: A master’s degree from an ALA-accredited program or an appropriate discipline such as history, public policy, political science, or a related field. Demonstrated knowledge of archival and library tools and practices, including MARC, LCSH, EAD, DACS, Archivist Toolkit, etc.; a minimum of five years of experience with increasing management and supervisory expertise within a large information management or historical institution; relevant experience with processing a variety of manuscript collections; demonstrated commitment to effective public service; and demonstrated experience in donor relations and cultivation. Record of achievement sufficient for appointment at the rank of Associate Librarian / Associate Professor. Preferred: Archival certification; knowledge of Arkansas history and bibliography; and knowledge of paper conservation and preservation methodology. Experience in collection development, instruction, and with writing and administering grants. 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/

Rank and Salary: Tenure-track, twelve-month faculty appointment at the rank of Associate Librarian / Associate Professor. Minimum salary: $65,000.
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). The University of Arkansas campus (http://www.uark.edu) in Fayetteville, Arkansas, with a student enrollment of more than 24,500, 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)

Application process and contact information. Women and minorities are encouraged to apply. Completed applications received by April 30, 2013, 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, Assistant Director for Library Human Resources and Diversity Programs, 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.