Cataloging Librarian

The University of Arkansas Libraries seek applications from dynamic, innovative, service-oriented candidates for the position of Cataloging Librarian. Reporting to the Head of Technical Services, the cataloger will reclassify Special Collections books and serials in Dewey to Library of Congress classification and catalog items in the Special Collections gift collections. The incumbent will also catalog manuscript collections resulting from a project to digitize retrospective finding aids and create collection-level catalog records for existing and ongoing digital exhibits. Other responsibilities include participating in digital projects and supervising the work of departmental staff assigned to assist the cataloger.

The successful candidate should possess excellent interpersonal skills encompassing the ability to work collegially as a member of a team; strong analytical and organizational skills; and excellent written and oral communication skills.

Qualifications. Required: A Master's degree from an ALA-accredited program; at least one year of experience with original and copy cataloging; knowledge of AACR2/RDA and other standard cataloging tools; and experience with OCLC and an integrated library system. Preferred: Experience in an academic or research library; knowledge of Innovative Interfaces; experience in performing name, series, and subject authority work; working knowledge of one or more foreign languages; familiarity with Dublin Core or other non-MARC metadata schemas; and experience with creating collection-level catalog records.

Rank and Salary: Non-tenure-track faculty appointment at the rank of Clinical Assistant Librarian / Assistant Professor. Three-year term appointment. Salary minimum: $45,000.

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, 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 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 460,000, 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 January 4, 2016, will receive full consideration. Late applications will be reviewed as necessary to fill the position. For the full posting or to apply, please go to http://jobs.uark.edu/postings/10986. 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.