University Archivist

The University of Arkansas Libraries invite nominations for and applications from energetic, flexible, and innovative professionals to advance the University Archives. Reporting to the Head of the Special Collections Department, the Archivist will provide leadership in documenting and maintaining the history of the University. In coordination with the Head of Special Collections, the Archivist develops, executes, and evaluates the strategic vision and priorities for collecting materials of permanent value to the University; develops written policy statements and procedural guidelines for the collection; participates in overall management and policy setting for the Department; and promotes the use and understanding of the collections.

Responsibilities include working with administrative and academic departments and University programs to identify materials of significance to the historical record of the University; arranging and describing materials and ensuring integration with materials in the Arkansas Collection; coordinating with the Libraries’ Web Development Group to maintain the Archive’s Web site; providing reference and research support; maintaining the Web Archiving Service; and working with the Library Systems Department and University Information Technology Services to identify appropriate software for storage and user interface for digital materials.

Qualifications. Required: A master’s degree from an ALA-accredited program; OR a graduate degree, an archival certificate, and a minimum of two years of related experience in an academic or research library. Experience in evaluating, arranging, and describing materials for a large archival program and producing finding aids in EAD format. Proven ability to prioritize work with competing demands and meet multiple deadlines. 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. Familiarity with repository software such as DSpace, Fedora Commons, and/or Digital Commons, etc. Evidence of performance, scholarly engagement, and active participation in professional organizations sufficient to meet initial criteria for appointment at the rank of Assistant Librarian / Assistant Professor. Preferred: Archival experience in a university archival collection. Experience managing digital projects. Knowledge of international and national cataloging standards.

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: Entry level, tenure-track, twelve-month faculty appointment at the rank of Assistant Librarian / Assistant Professor. Salary: $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, 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 1, 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 libhrofc@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.*