DATE: March 21, 2013

TO: All Library Departments

FROM: Jeff Banks
Assistant Directory for Library Human Resources and Diversity Programs

SUBJECT: Position Vacancy (PSB 5120)

TITLE: Graduate Assistantship
HOURS: Variable, 20 hours per week
     Must be able to work a flexible schedule to assist in covering library service hours.

DEPARTMENTS: Collection Management/Reference

STIPEND: $15,250 per year ($1,270.83 per month); plus waiver of tuition (but not fees)

DATES: May 20, 2013 (tentative start date) – August 15, 2014 (with possible renewal)

MINIMUM QUALIFICATIONS: Enrollment in the Graduate School and in the College of Engineering or earning a degree in an interdisciplinary program, such as Microelectronics-Photonics or Space & Planetary Sciences. The ability to work effectively with diverse researcher populations and a variety of information resources. Competency with computer and Web technologies (e.g., spreadsheets and Web page maintenance). Excellent interpersonal and organizational skills. Excellent written and oral communication skills. Applicants whose native language is not English must demonstrate competency in spoken English by submitting a test score of at least 7 on the International English Language Testing System (IELTS) speaking subtest, at least 50 on the Test of Spoken English (TSE), at least 26 on the Internet-based Test of English as a Foreign Language (TOEFL) speaking subtest, "pass" on the University's Spoken Language Proficiency Test (SLPT), at least 71 on the speaking portion of the Pearson Test of English (PTE) - Academic, or 50 on the University's SPEAK test. (Although the SPEAK test is no longer offered, official results from it will still be accepted.) Test information (dates, registration, costs, etc.) can be found at http://test.uark.edu/.

PREFERRED QUALIFICATIONS: Proficiency in the use of academic libraries. Ability to work with various engineering departments and other science, math, and technology groups. Instructional experience, such as lecturing, laboratory supervision, or tutoring.

DESCRIPTION: Assists the Engineering and Mathematics Librarian with collection management, including the evaluation of print and electronic resources, data collection, and analysis for collection and program reviews. Assists with library instruction (including peer-to-peer consultations and group presentations). Provides coverage at the reference desk in Mullins Library and the satellite office in Engineering Hall. Uses the library catalog, electronic databases, the Internet, and print resources to assist patrons. Maintains engineering subject Web pages. Works on special projects as assigned. Reports to the Engineering and Mathematics Librarian.

To apply, send letter of application, résumé, Application for Graduate Assistantship (available online at http://grad.uark.edu/forms/index.php), and supporting materials required with the Application for Graduate Assistantship to Kathy Riggle, Library Human Resources Manager, University of Arkansas Libraries, 365 N. McIlroy Avenue, Fayetteville, AR 72701-4002. Completed applications received by April 15, 2013, will receive full consideration. Late applications will be reviewed as necessary to fill the position.