DATE: June 2, 2006

TO: All Library Departments

FROM: Janet Parsch
Director for Organizational Development

SUBJECT: Position Vacancy (PSB 5121)

The following information is provided to all employees who may wish to apply for a position soon to be available in the library.

TITLE: Graduate Assistantship
(Half-time)

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

SALARY: $13,480 per year ($1,123.33 per month); plus waiver of tuition (but not fees)

DATES: August 14, 2006 (tentative starting date) – August 12, 2007 (with possible renewal)

MINIMUM QUALIFICATIONS: Enrollment in the Graduate School and in the College of Agricultural, Food and Life Sciences. Applicants whose native language is not English must also meet the Graduate School standard for English language proficiency in one of the following ways: by scoring a "Pass" on the University's Spoken Language Proficiency Test (SLPT), by scoring at least 50 on the Test of Spoken English (TSE), by scoring at least 7 on the International English Language Testing System (IELTS) speaking subtest, or by scoring at least 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://www.uark.edu/ua/testing/.

PREFERRED QUALIFICATIONS: Background in plant science, animal science, or cell and molecular biology. Proficiency in the use of academic libraries. Above average competency with computer technologies (e.g., data entry, spreadsheets, word processing, Microsoft Access). Excellent oral and written communication skills. Enthusiasm in working with a diverse clientele and a team of library personnel. A compelling interest in integrating subject expertise with library services.

DESCRIPTION: Assists the Agriculture, Food and Life Sciences (AFLS) Librarian with collection management, including the evaluation of print and electronic resources, data collection, analysis for collection and program reviews, and library instruction (including peer-to-peer consultations). Provides coverage at the reference desk. Uses InfoLinks, electronic databases, the Internet, and print resources to assist patrons. Works on special projects as assigned by the AFLS Librarian. Reports to the AFLS Librarian.

To apply, send letter of application, résumé, Application for Graduate Assistantship (available online at http://www.uark.edu/depts/gradinfo/forms/index.html), and supporting materials required with the Application for Graduate Assistantship to Kathy Riggle, Library Human Resources Manager, University of Arkansas Libraries, 365 N. Ozark Avenue, Fayetteville, AR 72701-4002. Applications must be received by June 30, 2006, to be considered, and all required materials to complete the application (including test scores, etc.) must be received by July 7, 2006.