DATE: April 26, 2006

TO: All Library Departments

FROM: Janet Parsch
Director for Organizational Development

SUBJECT: Position Vacancy (PSB 5124)

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

**HOURS:** Variable, 20 hours per week (Half-time) Must be able to work a flexible schedule to assist in covering library service hours.

**DEPARTMENTS:** Reference/Collection Management

**SALARY:** $13,087 per year ($1,090.58 per month); plus waiver of tuition (but not fees)

**DATES:** August 1, 2006 – August 12, 2007 (with possible renewal). Start date negotiable between August 1, 2006 and August 14, 2006.

**MINIMUM QUALIFICATIONS:** Enrollment in the Graduate School and in the College of Education and Health Professions. 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/](http://www.uark.edu/ua/testing/).

**PREFERRED QUALIFICATIONS:** Proficiency in the use of academic libraries. Competency with computer technologies (e.g., data entry, spreadsheets, word processing). 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 Education Librarian with reference, library instruction (including peer-to-peer consultations), and collection management. Provides desk coverage at the main reference desk. Uses InfoLinks, electronic databases, the Internet, and print sources to provide patron assistance. Assists with evaluating electronic and print resources in the social sciences, especially education. Gathers data for collection analysis and program reviews. Works on special projects as assigned by the Education Librarian, including managing the children’s literature collection. Reports to the Education Librarian.

To apply, send letter of application, résumé, Application for Graduate Assistantship (available online at [http://www.uark.edu/depts/gradinfo/forms/index.html](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. McIlroy Ave., Fayetteville, AR 72701-4002. All required materials (including test scores, etc.) must be received by June 30, 2006, to be considered.