DATE: April 19, 2014

TO: All Library Departments

FROM: Jeff Banks
Assistant Director, Library Human Resources & Diversity Programs

SUBJECT: Position Vacancy (PSB 5124)

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: Instruction and Outreach

SALARY: $15,670 per year ($1,305.83 per month); plus waiver of tuition (but not fees)

DATES: August 18, 2014 (tentative start date) – August 15, 2015 (with possible renewal)

MINIMUM QUALIFICATIONS: Enrollment in the Graduate School and in the College of Education and Health Professions. 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 (e.g., LibGuides, videos, RefWorks, Zotero, or EndNote demonstrated by attendance at library training sessions, familiarity with databases, or demonstration of research methods). Previous teaching experience. 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 the Libraries’ online system, 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 and assisting with tracking new resource needs of the College of Education and Health Professions. Reports to the Education Librarian.

To apply, send letter of application, résumé, Application for Graduate Assistantship (available online at http://grad.uark.edu/forms/student/appl-gradasst.pdf) and supporting materials required with the Application for Graduate Assistantship, and three letters of reference to Kathy Riggle, Library Human Resources Manager, University of Arkansas Libraries, MULN 213A, 365 N. McIlroy Avenue, Fayetteville, AR 72701-4002 or via email at libhrofc@uark.edu. Complete applications received by May 21, 2014, will receive full consideration. Late applications will be reviewed as necessary to fill the position.

The University of Arkansas is an Affirmative Action/Equal Opportunity Employer. The University welcomes applications without regard to age, race, gender, national origin, disability, religion, marital or parental status, veteran status, genetic information or sexual orientation. Applicants 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.