Graduate Assistant - Chemistry / Biochemistry Library

Position Details

Position Information

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About the University

Founded in 1871 as a land grant institution, the University of Arkansas is classified by the Carnegie Foundation among the top two percent of universities in the nation with the highest level of research activity. Ten colleges and schools serve 26,000 students with more than 210 academic programs. University of Arkansas students earn nationally competitive awards at an impressive rate and represent 50 states and more than 120 countries.

Located in the stunning Ozark Mountains of northwest Arkansas, Fayetteville is home to the University of Arkansas campus, known for its spectacular views and ample green spaces. Fayetteville is considered one of the country’s finest college towns, and the surrounding northwest Arkansas region is regularly ranked one of the best places to live in the U.S. Some of the nation’s best outdoor amenities and most spectacular hiking trails are within a short drive of campus.

As an employer, the University of Arkansas offers a vibrant work environment and a workplace culture that promotes a healthy work-life balance. The benefits package includes university contributions to health, dental, life and disability insurance, tuition waivers for employees and their families, 12 official holidays, immediate leave accrual, and a choice of retirement programs with university contributions ranging from 5 to 14% of employee salary.

About the College/Department

Job Type

Hourly/Student

Summary of Job Duties

DATES: August 17, 2015 (tentative start date) – August 13, 2016 (with possible renewal)

The Graduate Assistant works with the Head of the Chemistry and Biochemistry Library (CHBC) with activities relating to collection management and services to clientele. This position will be responsible for assisting patrons at the CHBC reference desk; gathering data for collection analysis and program reviews; assisting with evaluating electronic and print resources in the sciences; performing searches in InfoLinks, electronic databases, the Internet, and print sources to provide patron assistance; and assisting with instruction and research consultations. The Graduate Assistant works on special projects as assigned in support of information services and collection development in the chemical sciences. This position reports to the Head of Chemistry and Biochemistry Library.

Minimum Qualifications

1. Enrollment in the Graduate School and in one of the following departments: Chemistry and Biochemistry, Chemical Engineering, Cell and Molecular Biology, or a related area
2. 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/

Does this job require any license(s)/certification(s)?

No

If yes, please specify

Preferred Qualifications

1. Undergraduate courses in the chemical sciences
2. Proficiency in the use of academic libraries
3. Competency with computers and software, including spreadsheets, word processing, and database software (e.g., Microsoft Access)
**Knowledge, Skills and Abilities (KSAs)**

1. Excellent oral and written communication skills
2. Demonstrated ability to work effectively in a team environment and with diverse populations and a variety of information resources

**Essential Physical Demands**

For questions regarding reasonable accommodations please contact the Office of Equal Opportunity and Compliance titlevii@uark.edu.

**Physical Conditions**

Job provides pleasant working conditions.

**Work Schedule**

Variable, 20 hours per week; Must be able to work a flexible schedule

**Overtime Eligible**

No

**Is this position weather/event essential?**

No

**Work Location/Building**

Fayetteville Campus - Chemistry and Biochemistry Library

**Benefits Eligible**

No

**Appointment Percent**

50

**Salary/Hourly Range**

STIPEND: $15,944 per year ($1,328.66 per month); plus waiver of tuition (but not fees)

**Does this Position require a Motor Vehicle Reports Check?**

No

**Does this position require a background check?**

No

**If yes, please specify**

**Does this position require a substance abuse test?**

No

**Pre-employment Screening Requirements**


**Posting Detail Information**

**Posting Number**

HS26P

**Future Open Date**

**Close Date**

05/29/2015

**Open Until Filled**

No

**Anticipated Start Date**

08/17/2015

**Anticipated End Date (for hourly postings)**

**Department Home Page**

http://libinfo.uark.edu/

**Recruitment Contact Information**

Kathy Riggle
Library Human Resources Manager
University of Arkansas Libraries
MULN 213A
365 N. Mclloy Avenue
Fayetteville, AR 72701-4002
E-mail: libhrhoc@uark.edu
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 libhrofc@uark.edu to the attention of Kathy Riggle, Library Human Resources Manager, University of Arkansas Libraries, 365 N. McIlroy Avenue, Fayetteville, AR 72701-4002.

Complete applications received by May 29, 2015, will receive full consideration. Late applications will be reviewed as necessary to fill the position.

Hiring Location
222 Administration Building Fayetteville, AR 72701.

Quick Link for Posting
http://jobs.uark.edu:80/postings/6704

Supplemental Questions
Required fields are indicated with an asterisk (*).

Documents Needed to Apply

Required Documents
Optional Documents