**Posting Details:** PSB 8712

**Posting Number:** 0603646

**Working Title:** Senior Level Archival Manager

**Type of Position:** Professional

**Department (BU) Code:** MULN-SPC-1- Mullins Library Special Collections

**About this College / Department:** The University of Arkansas, the state’s flagship university, with a student population of over 25,000 students, resides on 345 picturesque acres overlooking the Ozark Mountains. For nearly 150 years, it has been at the center of higher education in the state of Arkansas and recently has moved to the center of higher education in the nation. Through the integration of teaching, research and service that puts students first, the University of Arkansas is taking its place among the nation’s great comprehensive colleges and universities. Fayetteville is located in the Northwest corner of the state with a metropolitan-area population of 500,000 residents. The city and area have been featured in numerous publications as a very desirable and economical place to live and most recently was listed by Money magazine as one of the “100 Best Places to Live.”

As an employer, the University of Arkansas offers a vibrant work environment and a workplace culture that promotes a balance between the needs of the workplace and the life needs of all employees. 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% - 14% of employee salary.

**Posting Date/Job Open Date:** 03-11-2015

**Job Close Date:** 03-25-2015

**Overall Purpose/Job Objective:** The Special Collections Senior Level Archival Manager serves as project manager for the accessioning and processing of assigned manuscript collections, including developing Encoded Archival Description (EAD)-enabled finding aids, and addresses conservation and preservation needs for the collections. Identifies, recommends, and helps recruit possible acquisitions of archival collections. Conducts research on the background of various collections and donors. Guides staff in the review of documents and makes independent and qualitative decisions to determine the disposition of materials. Collaborates with library personnel for the creation of electronic finding aids and other tools for the department's Web page, and coordinates the digitization of materials from the collection. Reports to the Assistant Head of the Special Collections Department.

**Skills:**
- Demonstrated skill in computerized data entry and management.
- Excellent written and oral communication skills.
- Knowledge of Arkansas history and bibliography.
- Knowledge of basic paper conservation.

**Minimum Qualifications:**
- A bachelor's degree in history, public policy, political science, or a related field.
- Experience with archival and library tools, such as MARC, LCSH, EAD, DACS, and Archivists Toolkit.
- Experience in processing manuscript collections and in creating EAD-compliant finding aids.
- Experience in the creation of digital projects and creation of metadata. Experience in the use of metadata crosswalks.

**Preferred Qualifications:**
- A graduate degree in history, public policy, political science, or a related field or a master's degree from an ALA-accredited program in Library Science.
- Experience in oral history projects and maintaining associated files.

**Physical Demands:**
- Bending; Eyesight-Reading handwritten and typed documents; Hearing;
- Lifting 40 lbs/4 feet; Pushing 40 lbs. on wheels; Repetitious Movement-Sorting and filing papers; keyboarding

**Work Conditions:**
- Job provides pleasant working conditions

**Salary/Hourly Range:** $30,000
Pay Grade Level: n/a

Overtime Eligible: No

Benefits Eligible: Yes

Work Schedule, hours/week: Monday - Friday 8:00 am - 5:00 pm; occasional Saturdays; 40 hours per week

Work Location/Building: Mullins Library, Special Collections

Temporary? Yes

Is this position weather / event essential? No

If yes, the employee in this position will report to work at the scheduled time when the University is closed due to inclement conditions.

Does this position require any license(s)/certification(s)? No

Does this position require a background check? No

If yes, please specify:

Anticipated Start Date:

Anticipated End Date (for hourly postings):

Pre-employment Screening Requirements: N/A

Recruitment Contact Information: Jeff Banks, Assistant Director for Library Human Resources and Diversity Programs, University of Arkansas Libraries, 365 N. McIlroy Avenue, Fayetteville, Arkansas 72701-4002. libhrofc@uark.edu, (479) 575-4769

Special Instructions to Applicants: All application materials must be uploaded to the UA’s employment system at jobs.uark.edu. Please do not send to listed recruitment contact. Please attach the following: letter of application, résumé, and names, addresses, and telephone numbers of three current references to the attention of Jeff Banks, Assistant Director for Library Human Resources and Diversity Programs.

Required Applicant Documents: Resume, Cover Letter, References

Optional Applicant Documents:

Department Home Page: http://libinfo.uark.edu/

Quicklink for Posting: jobs.uark.edu/applicants/Central?quickFind=57130

Hiring Location: 222 Administration Building, Fayetteville, AR 72701.