DATE: July 2, 2015

TO: All Library Departments

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

SUBJECT: Position Vacancy (PSB 9825)

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.

DEPARTMENT: Instruction and Liaison Services

STIPEND: $17,143 per year ($1,428.58 per month); plus waiver of tuition (but not fees)

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

MINIMUM QUALIFICATIONS: Enrollment in the Graduate School, technical experience with consumer electronics, and excellent customer service focus. 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 with Blackboard or other course management systems. Experience with using a broad range of research-related electronic resources and experience with participating in online or hybrid learning. Familiarity with social media and video capture software. Knowledge about the remote access needs that might arise for students and faculty at the Global Campus, Study Abroad, and the Clinton School. Degree or coursework in Education or computing fields, such as Educational Technology, Career and Technical Education, or Higher Education.

DESCRIPTION: Provides technical support to distance users connecting to the Library’s electronic resources through the online catalog, including interface issues with mobile devices and other connection issues. Provides technical support to Library faculty presenting online instruction through video products, such as Blackboard Collaborate, ECHO 360, Camtasia, or other emerging technologies. Assists librarians with creation of video tutorials; construction of LibGuides, such as identifying video resources or preparing bibliographies; preparing material for inclusion in Blackboard; usability tests of Web pages for distance users; answering patron inquiries on using ADA assistive technology; and promoting library services for distance learners through social media. Refers to subject specialists questions regarding content and search assistance. Reports to the Director for Academic and Research Services.

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 July 31, 2015, will receive full consideration. Late applications will be reviewed as necessary to fill the position.