

G. David Gearhart Papers Project Archivist

Position Details

Position Information	
Posting Number	C1277P
Quick Link for Posting	http://jobs.uark.edu/postings/29060
Working Title	G. David Gearhart Papers Project Archivist
Position Number	12532
Department	University Libraries Special Collections 1
About the University	<p>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 more than 27,100 students with more than 200 academic programs. University of Arkansas students earn nationally competitive awards at an impressive rate and represent 50 states and more than 120 countries.</p> <p>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.</p> <p>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 10% of employee salary.</p>
About the College/Department	The University Libraries system is comprised of David W. Mullins (main) Library, the Physics Library, the Chemistry and Biochemistry Library, the Fine Arts Library, and the Robert A. and Vivian Young Law Library. Combined holdings number over 2 million volumes. The libraries participate in the Greater Western Library Alliance, the Center for Research Libraries, and other state and national consortia. Library personnel (FTE) include 73 faculty and professional staff, 58 support staff, and 30 student assistants.
Department Home Page	https://libraries.uark.edu/
Job Type	Staff
Summary of Job Duties	This is a one-year temporary appointment. The Archivist will serve as the lead processor for the G. David Gearhart Papers consisting of approximately 110 boxes. Dr. Gearhart served as the Chancellor for the University of Arkansas from 2008-2015 and as Vice Chancellor for University Advancement from 1998-2008. The Archivist will arrange, describe, and preserve a historically-significant university archives collection; identify and apply knowledge of appropriate best archival practices and national standards to develop a comprehensive processing plan for the collection; survey the collection to identify preservation needs; survey the collection to identify born-digital content and develop a plan to preserve that content; arrange and describe the collection, and create an Encoded Archival Description finding aid. The Archivist will also provide service at the department's reference desk, contribute to the University Libraries' blog and present project progress to internal and external audiences. Reports to the University Archivist.
Minimum Qualifications: Please ensure that all relevant application materials include details addressing the minimum qualifications. Applicants not meeting the minimum qualifications will be disqualified from consideration.	<ul style="list-style-type: none">• The formal education equivalent of a bachelor's degree in library sciences or related field• At least two years experience in library services, including one year in a supervisory or leadership capacity <p><i>Applicable equivalencies may be considered.</i></p>

Does this job require any license(s)/certification(s)?	No
If yes, please specify	
Preferred Qualifications	<ul style="list-style-type: none">• Master’s degree from an ALA-accredited program with a concentration in archival studies, or ACA certification.• Experience processing manuscript collections in archives or libraries.• Demonstrated experience with application of archival theory, best practices for all facets of archival processing, and national descriptive cataloging standards, such as EAD, DACS, and MARC.
Knowledge, Skills and Abilities (KSAs)	<ul style="list-style-type: none">• Excellent analytical skills and problem solving skills combined with attention to detail• Ability to set priorities, meet deadlines, and complete projects in timely manner within an allocated budget• Ability to work independently and collaboratively on team-based projects• Excellent oral and written communication skills
Physical activities associated with this position	<p>The following physical activities are associated with the position and will be performed with or without an accommodation. All individuals are encouraged to apply.</p> <p><i>Occasionally</i></p> <ul style="list-style-type: none">• Pulling• Pushing• Sharps• Sitting• Standing• Stooping• Walking <p><i>Frequently</i></p> <ul style="list-style-type: none">• Manipulate items with fingers, including keyboarding• Grasping• Hearing• Lifting• Reaching• Repetitive motion• Talking <p><i>Employee is required to have close visual acuity to perform an activity such as: preparing and analyzing data and figures; transcribing; viewing a computer terminal; extensive reading; and/or visual inspection at distances close to the eyes., Employee is required to have visual acuity to determine the accuracy, neatness, and thoroughness of the work assigned (i.e., custodial, general laborer, lab personnel, etc.) or to make general observations of facilities or structures (i.e., security guard).</i></p>
Physical Conditions	None. The employee is not substantially exposed to adverse environmental conditions (such as in typical office or administrative work).
Work Schedule	Monday - Friday 8:00 a.m. - 5:00 p.m.; 40 hours/week; Some evening or weekend rotation may be required.
Overtime Eligible	Yes
Is this position weather/event essential? If yes, the employee in this position will report to work at the scheduled time when the University is closed due to inclement conditions.	No
Work Location/Building	Fayetteville Campus – Mullins Library, Special Collections
Benefits Eligible	Yes
Appointment Percent	100

Salary	\$29,251
Pay Grade Level	C115
Type of Background Checks Required	National criminal background and registered sex offender check
Pre-employment Screening Requirements	The University of Arkansas is committed to providing a safe campus community. We conduct background checks for applicants being considered for employment. Background checks include a criminal background check and a sex offender registry check. For certain positions, there may also be a financial (credit) background check, a Motor Vehicle Registry (MVR) check, and/or drug screening. Required checks are identified in the position listing. A criminal conviction or arrest pending adjudication or adverse financial history information alone shall not disqualify an applicant in the absence of a relationship to the requirements of the position. Background check information will be used in a confidential, non-discriminatory manner consistent with state and federal law.

Posting Detail Information

Future Open Date	
Close Date	08/17/2018
Open Until Filled	No
Anticipated Start Date	
Anticipated End Date (for temporary appointments)	
Recruitment Contact Information	Kathy Riggle Library Human Resources Manager University of Arkansas Libraries 365 N. McIlroy Avenue Fayetteville, AR 72701-4002 Phone: (479) 575-3080 Fax: (479) 575-4623 Email: libhrofc@uark.edu <i>All application materials must be uploaded to the U of A's employment system at jobs.uark.edu. Please do not send to listed recruitment contact.</i>
Special Instructions Summary	
Hiring Location	222 Administration Building Fayetteville, AR 72701.
EEO Statement	The University of Arkansas is an equal opportunity, affirmative action institution. The university welcomes applications without regard to race/color, sex, gender, pregnancy, age, national origin, disability, religion, marital or parental status, protected veteran or military status, genetic information, sexual orientation, gender identity or any other characteristic protected under applicable federal or state law. Persons must have proof of legal authority to work in the United States on the first day of employment. All applicant information is subject to public disclosure under the Arkansas Freedom of Information Act.
Internal Posting	No
Work Location	Fayetteville, AR

Supplemental Questions

Required fields are indicated with an asterisk (*).

1. * What is your highest level of education?
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- Bachelor's degree or 4 years of college
 - 1 year of graduate coursework
 - 2 or more years of graduate coursework
2. * How many years of library experience do you have?
- No library experience
 - Less than 1 year of experience
 - 1 year of experience
 - 2 years of experience
 - 3 years of experience
 - 4 years of experience
 - 5 years of experience
 - 6 or more years of experience
3. * Do you have at least one year of experience in a supervisory or leadership capacity?
- Yes
 - No
4. * Please describe your library experience, including your years of experience and number of hours worked per week.
(Open Ended Question)
5. * What is your level of archival education or certification?
- Master's degree from an ALA-accredited program with a concentration in archival studies
 - ACA certification
 - I do not have the specified degree or certification.
6. * Please describe your experience processing manuscript collections in archives or libraries.
(Open Ended Question)
7. * Please describe your experience with application of archival theory, best practices for all facets of archival processing, and national descriptive cataloging standards, such as EAD, DACS, and MARC.
(Open Ended Question)

Documents Needed to Apply

Required Documents

Optional Documents

1. Resume
2. Cover Letter/Letter of Application
3. Proof of Veterans Status