

UALR William H. Bowen School of Law/Pulaski County Library

Catalog/Reference Librarian:

UALR William H. Bowen School of Law is seeking candidates for the position of Catalog/Reference Librarian, a two-year visiting librarian position. This is a new position in the Library, created when the Technical Services Librarian moved from a full-time to a part-time position in order to assume new duties as the Executive Director of MALLCO.

Responsibilities:

The Catalog/Reference Librarian has primary responsibility for cataloging including supervising one cataloging assistant, managing authority control records, providing original cataloging, and managing ARLI (the Arkansas Legal Index), a local Innovative database. The Catalog/Reference Librarian participates in the Reference Desk rotation. In addition, the Catalog/Reference Librarian, under the supervision of the Director, and in conjunction with other librarians, may participate in teaching Legal Research and in the Library's collection development selection process.

Supervision Given/Received:

The Catalog/Reference Librarian will report directly to the Library Director and supervise one library assistant.

Required Qualifications:

A Masters of Library Science degree or equivalent from an ALA accredited library school; knowledge of cataloging and classification standards and tools; familiarity with legal materials; familiarity with one or more integrated library systems; strong organizational skills; excellent written and oral communication skills; and a commitment to outstanding public service.

Preferred Qualifications:

A Juris Doctorate degree from an ABA accredited law school; teaching experience; flexibility; and interest in assisting with a wide range of duties.

Benefits:

Salary: \$40,000/year. Other benefits include retirement and medical plans, disability benefits, and 20 days of accrued vacation time.

Starting Date: January 1, 2010

Application Process:

Application review will begin immediately and will continue until the position is filled. To apply for this position send letter of application, resume, and list of three references to June Stewart, Library Director, either by email at jlstewart@ualr.edu, by mail to UALR William H. Bowen School of Law Library, 1203 McMath Avenue, Little Rock AR 72202-5142, or by fax at 501-324-9447.

The University of Arkansas at Little Rock is an equal opportunity/affirmative action/Title IX employer. All persons are invited to apply, regardless of race, color, gender, national origin, religion, disability or sexual orientation.