

University of Arkansas at Little Rock
Lead Project Archivist /R0088813
Center for Arkansas History and Culture

The UA Little Rock Center for Arkansas History and Culture seeks a skilled, collaborative Lead Project Archivist/R0088813 to arrange, describe, and preserve the Heifer International records. This is a full-time, on-site, term-limited position with an anticipated three-year duration. The Lead Project Archivist will manage a 2-3 person processing team and collaborate with the Head Archivist to implement processing and digitization plans. This position is well-suited to a more experienced archival professional seeking a focused project role.

Headquartered in Little Rock, Heifer International is a global nonprofit whose mission is to end hunger and poverty by supporting local farmers and their communities. The Heifer International records, dating from the 1940s to the 1990s, total approximately 800 boxes. Materials include correspondence, annual reports, shipping records, project reports, financial records, campaign materials, magazines and catalogs, scrapbooks, photographic slides and negatives, reel-to-reel tapes, VHS tapes, hard drives, computer disks, and artifacts. This collection will provide insight into understanding Arkansas's history and its connections to the world.

Required Education and/or Experience:

- Master's degree in information and library science or related field;
- Two or more years of experience processing archival materials in a variety of formats;
- Experience writing finding aids.

Preferred Education and/or Experience:

- Demonstrated record of successful project management and supervisory experience;
- Professional experience in an academic or research library, special collections repository, or other relevant setting;
- Experience using ArchivesSpace

Application materials must be submitted through the online application system. Additional information about this position and application requirements are available under the **Jobs** link on the Human Resources website at <http://ualr.edu/humanresources/>. Incomplete applications will not be considered.

This position is subject to a pre-employment criminal background and sex offender registry. A criminal conviction or arrest pending adjudication and/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 and drug screening information will be used in a confidential, non-discriminatory manner consistent with state and federal law.

The University of Arkansas is an equal opportunity institution. The University does not discriminate in its education programs or activities (including in admission and employment) on the basis of any category or status protected by law, including age, race, color, national origin, disability, religion, protected veteran status, military service, genetic information, sex, sexual

preference, or pregnancy. Federal law prohibits the University from discriminating on these bases. Questions or concerns about the application of Title IX, which prohibits discrimination on the basis of sex, may be sent to the University's Title IX Coordinator and to the U.S. Department of Education Office for Civil Rights.