

LIBRARY SUPPORT ASSISTANT

The University of Arkansas at Pine Bluff is accepting applications to fill the position of **Library Support Assistant**. The **Library Support Assistant** will manage the day-to-day operations of the North Little Rock Site Library to include assisting the maintenance of library by assessing current equipment needs, books, and periodicals and performing other duties as required or assigned.

MINIMUM QUALIFICATIONS: The formal education of a high school diploma; plus one year of experience in library services. Must have knowledge of computers and software application programs; knowledge of standard library practices, filing and record keeping procedures and basic math and customer service principles; must have ability to communicate effectively with faculty, staff, undergraduate and graduate students. Preferred Qualifications: College degree preferred; library management and operations experience desired. Candidate should be familiar with library classifications systems, online databases, and web page design.

SALARY: Grade—C107 State Classification System

Application Process: Submit an application and resume with name, address and telephone numbers to three references to:

**Human Resources
University of Arkansas at Pine Bluff
1200 N. University Dr., Mail Slot #4942
Pine Bluff, Arkansas 71601**

DEADLINE FOR APPLICATIONS: March 31, 2011

Applications accepted Monday thru Friday from 9:00 a.m. to 4:00 p.m.

Application may be picked up from UAPB Human Resources Office, Room 312 Administration Building. State Applications from the Department of Workforce Service are accepted.

“UAPB is an Equal Employment/Affirmative Action Employer and Full participation by Women and Minority Groups is encouraged.”