Sr. Student Associate, Clements Metadata Intern, Dolph Briscoe Center For American History

Dolph Briscoe Center for American History (UT Austin)

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<th>DIVISION</th>
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<td>SALARY LEVEL</td>
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**DESCRIPTION**
Sr. Student Associate, Clements Metadata Intern, Archives, Dolph Briscoe Center For American History.

**AVAILABLE:** Six month temporary appointment beginning asap. Possible extension of funding beyond six months. Appointed on a semester by semester basis. 19 hours per week, Monday through Friday. Schedule to be arranged with supervisor.

**DESCRIPTION:** Under the supervision of the Digital Archivist, the intern will be responsible for metadata creation, normalization, and crosswalking for both existing Briscoe Center digital assets and digital assets that will be created in the course of the Clements project. The intern will also be responsible for assisting the Digital Archivist in the ongoing creation and maintenance of project documentation. This position may also be responsible for creating tutorials, contributing to content development for metadata staff in-service, and investigating potential uses for our existing metadata.

**REQUIRED QUALIFICATIONS:**
- University of Texas student status. High school graduation or GED and two years full-time equivalent library experience; or 60 hours college credit and one-year full-time equivalent library experience; or twelve hours of graduate coursework in library and information science.
- Ability to lift numerous 50-lb. boxes during a three-to-four-hour period of time.
- Ability to work in a collaborative environment, as well as good judgment and ability to function independently within the job duties.
- Experience with archival procedures, including arrangement and description.
- Must not be in another paid position with the University.

**PREFERRED QUALIFICATIONS:**
- Bachelor's degree in history, humanities, or art history.
- Experience with multi-format collections, including manuscript, ephemera, and artifacts.
- Strong knowledge of twentieth century U.S. history.
- Experience in historical research with primary documents.
- Knowledge of and experience with preservation materials, practices, theories, and methods.
- Knowledge of and experience with descriptive standards, including EAD and DACS.
- Good organizational skills.
- Demonstrated ability to work under supervision.

**WORKING CONDITIONS:** Exposure to standard office conditions. Repetitive use of a keyboard at a workstation. Use of manual dexterity. Molds, dust, and other air-borne allergens may be present.

**SECURITY SENSITIVE; CONVICTION VERIFICATION CONDUCTED ON APPLICANT SELECTED.**

**Salary:** $11.00 per hour. This is a temporary student position and does not carry benefits.

The Dolph Briscoe Center for American History is a special collections library (175,000 volumes), archive (70,000 linear ft.) and museum that facilitates research and education by acquiring, preserving, and making accessible research collections and by sponsoring exhibitions, conferences, symposia, oral history projects, publications, fellowships, and grant-funded initiatives.

Internships at the Dolph Briscoe Center for American History acquaint participants with its resources, services, and operations and provide experience with specific projects. The knowledge and experience interns gain enrich their graduate studies and research.

The University of Texas at Austin is required to reach out to, hire, and provide equal opportunity to veterans and individuals with disabilities. To help us measure how well we are doing, we are asking you to provide the following confidential information online at the web address: https://utdirect.utexas.edu/jobs/confidential.WBX

- Birthdate, Ethnicity and Race, Gender
- Voluntary Self Identification of Disability
- Federal Veteran Information Invitation to Self-Identify

This information is for reporting purposes only and is not part of the job application. You are not obligated to identify whether you are a person with a disability or whether you are a protected veteran, but we do hope you will choose to provide this information. Your answers will not be used against you in any way.

The University of Texas at Austin is an Equal Opportunity/Affirmative Action Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability, age, citizenship status, Vietnam era or special disabled veteran's status, or sexual orientation.

**LOCATION**
Nation Wide

No

**City**
Austin

**How To Apply**
*Please show "Clements Metadata Intern" in the subject line of email.*

Candidates should send letters of interest, resumes, and names and addresses of three references to:

Karen Hardin
Email: cah.jobs@austin.utexas.edu

**Requested Documents:**
- Resume
- Cover Letter
- Other Documents

**Important Dates**
**Posted On:**
May 26, 2015

**Applications Accepted Until:**
June 14, 2015

The posting date you see is when the iSchool Career Services Office posted the job, NOT the date the employer originally posted the job. Often the deadline date you see is an arbitrary date set at 90 days from the date of when the iSchool posted the job.
State/Province
Texas
Country
United States

POSITION TYPE
Part-time Paid Job, Internship/Student Position

JOB FUNCTION
Archives-Historical, Archives-Preservation/Conservation, Librarianship-Academic

CONTACT INFORMATION

Employer: Dolph Briscoe Center for American History (UT Austin)
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