

 This is how a student may see your job posting.

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

Position Type

Part-time Job, Internship/Student Position

Description

Sr. Student Associate, Archives Intern, Research and Collections Division, The Dolph Briscoe Center For American History.

AVAILABLE: One year temporary appointment available September 1, 2017. Appointed by semester. 19 hours per week, Monday through Friday. Schedule to be arranged with supervisor on a semester basis.

DESCRIPTION: Under the supervision of the Head of Archives and Manuscripts Unit, the intern will preserve, arrange, describe, and create finding aids for archival collections, thereby making these materials available and more accessible for research.

Descriptions of the collections and creation of finding aids will include use of MARC cataloging and Encoded Archival Description. The intern will assist with special projects as needed.

REQUIRED QUALIFICATIONS:

How To Apply

*Please show "Archives 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

Important Dates

Posted On:

Aug 18, 2017

Applications

Accepted Until:

Aug 31, 2017

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

- = University of Texas student status and enrolled in at least six semester credit hours.
- = Excellent organizational skills
- = Regular and punctual attendance.
- = Strong oral and written communication skills
- = Excellent interpersonal skills.
- = Demonstrated 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.
- = 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 as part of a team
- = Must not be in another paid position with the University.

PREFERRED QUALIFICATIONS:

- = Bachelor's degree in the social sciences or humanities.
- = Knowledge of Texas and U.S. History
- = Knowledge of research methodologies and techniques.
- = Work experience in special collections, a research center, or archive.
- = Graduate coursework in history, library science, and/or archives.
- = Knowledge of and experience with archival procedures, including arrangement and description, MARC cataloging, and Encoded Archival Description.
- = Knowledge of preservation materials, practices, and theories.
- = Experience with preservation methods.
- = Good organizational skills.
- = Demonstrated ability to work under supervision.
- = Excellent written and oral communication skills.

deadline date you see is an arbitrary date set at 90 days from the date of when the iSchool posted the job.

Contact Information

contact - information hidden per user request

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: \$10.50 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.

In addition to providing general support for the Briscoe Center resources and services, essential functions of interns include arranging, describing, and preserving archival collections, cataloging and preserving books, working at the reference desk, fabricating exhibitions, and enhancing the Briscoe Center's web site.

Through stewardship, scholarship, we collect, preserve, and make available documentary and material culture evidence encompassing key themes in Texas and U.S. history. Researchers, students, and the public mine our collections for a wide range of academic, professional, and personal uses. Our collections also inspire our own projects, including books,

exhibits, programs, films, and educational materials. The Dolph Briscoe Center for American History is an organized research unit and public service component of the University of Texas at Austin.

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>

- = Birth-date, 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

Austin, Texas

Division

Briscoe Center for american History

Salary Level

\$10.50/hour

Job Function

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



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