Job Postings

Sr. Student Associate, Exxon Mobil Historical Collection Intern, Dolph Briscoe Center For American History

Position Type

Internship/Student Position

Description

Student Associate, American Energy Industry collections, Dolph Briscoe Center for American History. The American Energy Industry collections consist of corporate archives, organizational records, personal papers, and oral histories that form a comprehensive view of the energy industry and its influence on Texas, the nation and the world. These collections include the ExxonMobil Historical Collection (EMHC). Comprised of an estimated 4 million documents, 1.5 million photographs, 4,000 artifacts, and over 30,000 moving image and sound recordings, the EMHC is one of the largest publicly accessible collections documenting a single petroleum company.

AVAILABLE: Temporary appointment by semester. 15 hours per week. Schedule to be arranged with supervisor, Monday through Friday, 8:00-5:00.

DESCRIPTION: Under the supervision of the archivist for the ExxonMobil Historical Collection, the intern will assist with the
arrangement and description of the American Energy Industry collections and other tasks as assigned. The intern may also have the opportunity to work with photographs, artifacts, and multimedia materials, and to provide reference assistance to researchers.

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 nine hours of graduate coursework in library and information science.
- Ability to lift numerous 40-lb. boxes during a three-to-four-hour period of time.
- Ability to work as part of a team.
- Must not employed in any other positions with the University.

PREFERRED QUALIFICATIONS:

- Bachelor's degree in the social sciences or humanities.
- Knowledge of and experience with archival procedures, including arrangement and description, and Encoded Archival Description.
- Knowledge of Texas, U. S., or business history.
- Experience in historical research with primary documents.
- Knowledge of and experience with preservation materials, practices, theories, and methods.
- 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: $13.00 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

= 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 United States

Division

Briscoe Center for American History

Salary Level

13.00

Job Function

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

Additional Documents

Cover Letter