Library Serials Student Assistant, Library Unit

Position Type
Internship/Student Position

Description
Sr. STUDENT ASSOCIATE, LIBRARY SERIALS student position
Library Unit, The Dolph Briscoe Center for American History

AVAILABLE: Immediately. Temporary appointment, appointed on a semester by semester basis. Funding expected to continue. 19 hours per week, Monday through Friday, between 8:00am-5:00pm as arranged with supervisor.

DESCRIPTION: Student library positions at the Briscoe Center provide students with in-depth, comprehensive experience working in a research/academic library under the supervision of the Head of Library Services. Student assistants will work with rare and non-rare items and maintain the Center’s holdings in the University of Texas Library Catalog. This position offers practical experience using MARC records, OCLC, Library of Congress subject headings and call numbers. Main tasks include checking in serials using an integrated library system; selecting fragile material and sending to out for preservation each month; and, sending serials out for binding each month. Other tasks include minor preservation repair, reference services, and collection management.

REQUIRED:
University of Texas student status and enrolled in at least six semester credit hours.
Ability to lift boxes weighing 25-35 pounds.
Experience using personal computers.
Must not be employed in another University position concurrent with this one.

PREFERRED QUALIFICATIONS:
Bachelor's degree in the social sciences or humanities.
Knowledge of Texas and U. S. history.
Knowledge of the MARC format, OCLC, and standard library cataloging procedures.
Experience with special collections and digitization.
Demonstrated ability to work under supervision, to work independently, and to work cooperatively with others.
Good organizational skills and flexibility.

WORKING CONDITIONS: Molds, dust, and other air-borne allergens may be present.

SECURITY SENSITIVE; CONVICTION VERIFICATION CONDUCTED ON APPLICANT SELECTED.

Through stewardship, scholarship, and outreach, the Dolph Briscoe Center for American History increases knowledge and fosters exploration of our nation's past.

As a leading history research center, 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.

Student positions 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, which interns gain, enriches their graduate studies and research.

In addition to providing general support for Center for American History resources and services, students in the library unit gain experience in numerous technical library procedures, and are exposed to issues in collection management and preservation in a special collection setting.

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

Austin, Texas United States
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<tr>
<th>Division</th>
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<tbody>
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