

 This is how a student may see your job posting.

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

Position Type

Internship/Student Position

Description

STUDENT ARCHIVES ASSOCIATE I, Archives and Manuscripts Unit, Briscoe Center for American History

AVAILABLE: Student appointment available now. Appointed on semester by semester basis. 19 hours per week, Monday through Friday. Schedule to be arranged with supervisor. Monday through Friday, 8:00-5:00.

DESCRIPTION:

Under the supervision of the Head of the Archives and Manuscripts Unit, the intern will preserve, arrange, describe, and create the finding aid for the White & Company Records. Descriptions of the collection and creation of the finding aid includes the use of ArchivesSpace.

REQUIRED QUALIFICATIONS:

- = University of Texas student status and enrolled in at least six semester credit hours.
- = Excellent organizational skills

Important Dates

Posted On:

Sep 23, 2018

Application Deadline:

Sep 30, 2018

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.

Contact Information

*contact - information
hidden per user
request*

- = 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 work as part of a team
- = Demonstrated excellent written and oral communication skills.
- = Must not be in another paid position with the University.

PREFERRED QUALIFICATIONS:

- = Master's degree in the social sciences or humanities.
- = Knowledge of U.S. History and the history of photojournalism.
- = Experience in historical research with primary documents.
- = 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, and ArchivesSpace. Knowledge of preservation materials, practices and theories. Experience with preservation methods.
- = Strong 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.

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 United States

Division

Briscoe Center for american History

Salary Level

\$11.00/hour

Job Function

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