Senior Student Assistant, Archives of American Mathematics, Briscoe Center for American History

Position Type
Internship/Student Position

Description

STUDENT EMPLOYMENT OPPORTUNITY

Senior Student Assistant, Archives of American Mathematics, Dolph Briscoe Center for American History

AVAILABLE:
Immediately. Temporary appointment, appointed by semester. 19 hours per week. Schedule to be arranged with supervisor, Monday through Friday, 8:00-5:00.

DESCRIPTION: Under the supervision of the Head of Archives and Manuscripts, the assistant will preserve, arrange, describe, and create finding aids for 2 high-priority collections in the Archives of American Mathematics; process other math collections; digitize audio/visual materials and use Glifos software to create access tools; respond to reference requests from math...

How To Apply

*Please show "Math Intern B" 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

Important Dates

Posted On: Dec 08, 2017
Applications Accepted Until: Dec 15, 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 deadline date you see is an arbitrary date set at 90 days from the date of when the iSchool posted the...
researchers; work reference shifts in the reading room; assist in transporting boxes to and from the offsite storage as needed; and perform other duties as assigned.

REQUIRED QUALIFICATIONS: University of Texas student status. Detail oriented, ability to prioritize and focus, good organizational skills, and reliable. Ability to work under supervision and independently. Interest in and/or familiarity with archives and special collections.

***Must not be in another paid position with the University***

Further information regarding Student Non-Academic Employment, including summer employment enrollment requirements and non-UT Students can be at http://www.utexas.edu/hr/student/student_non-acad_employment.html.

PREFERRED QUALIFICATIONS: 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 and experience with preservation materials, practices, theories, and methods. Experience with preservation methods. Knowledge of the history of mathematics and/or mathematics education. Experience using Macintosh desktop computers. Knowledge of the history of mathematics and/or mathematics education is an added bonus, but not required.

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

Salary: $13.00/hour

SECURITY SENSITIVE; CONVICTION VERIFICATION CONDUCTED ON APPLICANT SELECTED.

The Dolph Briscoe Center for American History is a special
collections library (170,000 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.

The Archives of American Mathematics (AAM) at the Briscoe Center is dedicated to preserving the records of American mathematics for use by mathematicians and historians and sociologists of science and mathematics. The AAM was established in 1975 with the preservation of the papers of noted University of Texas mathematicians R. L. Moore and H. S. Vandiver. In 1978, the Mathematical Association of America named the AAM as the official repository of its archival records. AAM collections now comprise more than 1300 linear feet, and new collections and additions to existing collections are being sought.

Positions at the Briscoe Center acquaint participants with its resources, services, and operations and provide experience with specific projects. The knowledge and experience that interns gain enrich their graduate studies and research.

In addition to providing general support for 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 website.

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

Division

Briscoe Center for American History

Salary Level

$13.00/hour

Job Function

Archives-Historical, Archives-Preservation/Conservation, Archives-Records Management, Librarianship-Special