Reference Internship, Research and Collections Division, Dolph Briscoe Center For American History
University of Texas at Austin (UT Austin)

Posted: Apr 18, 2014
SALARY LEVEL $10.00 per hour

DESCRIPTION
REFERENCE ASSOCIATE I, Sr. Student Associate, Research and Collections Division, The Dolph Briscoe Center For American History

AVAILABLE: Temporary appointment beginning May 15, 2014. Appointed by semester. 19 hours per week, Monday through Friday, 9:00-5:00. Will work some Saturdays. Schedule to be arranged with supervisor on semester basis.

DESCRIPTION: Under the supervision of the Head of Reference Services, the intern will perform job duties such as providing reference services to students, faculty, staff and visitors, in person and by telephone, mail, and electronic mail. Additional duties include routine clerical tasks such as data entry, filing and receptionist work, participating in the continuing development of the Briscoe Center’s website; special archival and library projects; other duties as assigned.

REQUIRED QUALIFICATIONS:
= University of Texas or other Higher Education Institution 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 work under supervision and as part of a team.
= Ability to lift numerous 50-lb. boxes during a three to four hour period.
= Must not be employed in another paid position at UT Austin.
= Non UT Students must meet eligibility criteria for Non-Affiliated Student Worker at http://www.utexas.edu/hr/student_non-acad_employment.html.

PREFERRED QUALIFICATIONS:
= Bachelor’s degree in the social sciences or humanities.
= Experience working with the public.
= Experience working with primary documents.
= Strong organizational skills.
= Demonstrated ability to work in a team environment, as well as good judgment and ability to function independently within job duties.
= Knowledge of and experience with basic reference resources, both printed and electronic.
= Demonstrated computer skills on a Macintosh, including standard office applications and web authoring applications.
= Knowledge of U.S. and Texas history.

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: $10.00 per hour. This is a temporary student position and does not carry benefits.

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.

Internships 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 web site.

DIVISION
Briscoe Center for American History

LOCATION
Nation Wide
no
City
Austin
State/Province
Texas
Country

How To Apply
*Please show “Reference Associate 1” in the subject line of email.

Candidates should send letters of interest, resumes, and names and addresses of three references to:

Karen Hardin
Center for American History
The University of Texas at Austin
ANB
Austin, TX 78712
(512) 495-4548
Email: cah.jobs@austin.utexas.edu

Important Dates
Posted On: April 18, 2014
Applications Accepted Until: April 30, 2014

The posting date you see is when the School 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.
United States

**POSITION TYPE**
Part-time, Student/Internships

**JOB FUNCTION**
Archives-Historical, Librarianship-Academic

**CONTACT INFORMATION**
Karen Hardin
Human Resource Coordinator
Dolph Briscoe Center for American History
The University of Texas at Austin
1 University Station B1100
Austin, Texas 78712
United States

k.hardin@austin.utexas.edu
512-495-4548

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