Sr. Student Associate, Digital Archives Intern, Dolph Briscoe Center For American History

Dolph Briscoe Center for American History

Posted: Sep 19, 2014

DIVISION N/A SALARY LEVEL 12.00

DESCRIPTION
Sr. Student Associate, Digital Archives Intern, Dolph Briscoe Center For American History.

AVAILABLE: Twelve month temporary appointment beginning asap. Appointed by semester. 19 hours per week, Monday through Friday. Schedule to be arranged with supervisor.

DESCRIPTION: Under the supervision of the Digital Archivist, the Digital Archives Student Intern will assist the Digital Archivist in implementing and configuring scalable born-digital workflows using Archivematica. The intern will be responsible for creating documentation to be used by Briscoe staff in training new LAI's responsible for processing hybrid collections. The intern will also be responsible for processing the current born-digital backlog, using BitCurator and Archivematica and ingesting processed collections into the UTDR.

REQUIRED QUALIFICATIONS:
- University of Texas student status. High school graduation or GED with two years of experience performing library functions; or sixty hours of college credit and one year library experience; or twelve hours of graduate coursework in Information Sciences.
- A minimum of one year of archival experience with processing collections, creating finding aids, and producing other collection management tools.
- Experience with MARC format and Encoded Archival Description.
- Familiarity with digital forensic tools and best practices for born-digital processing in cultural repositories.
- 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.
- Experience with archival procedures, including arrangement and description.
- Must not be in another paid position with the University.

PREFERRED QUALIFICATIONS:
- Bachelor's degree in the social sciences or humanities.
- Previous work experience with born-digital materials in a special collections library, research center, or archive.
- Graduate coursework in information science, and/or archives
- Experience working in a Linux environment.
- Experience writing batch scripts using Python or Perl.
- Experience presenting technical concepts to a non-technical audience.
- 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: 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.

Salary: $12.00 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

= 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.
City
Austin
State/Province
Texas
Country
United States

POSITION TYPE
Part-time Paid Job, Internship/Student Position

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

CONTACT INFORMATION
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