Student Assistant, Archives of American Mathematics, Dolph Briscoe Center for American History
University of Texas at Austin (UT Austin)

SALARY LEVEL
$10.50/hour

DESCRIPTION
INTERNSHIP OPPORTUNITY

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 archivist, the assistant will preserve, arrange, describe, and create finding aids for collections in the Archives of American Mathematics to make the materials available for research; create MARC records and TARO finding aids using Oxygen software; digitize audio cassettes and use Glifos software to create access tools; other digital projects as they arise; assist the Archivist as needed to transport boxes to and from the Collections Deposit Library; and perform other duties as assigned.

REQUIRED:
University of Texas student status. Two years of applicable 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 lift numerous 50 lb. boxes during a three to four hour period of time. Good organizational skills. Ability to work under supervision, as well as independently, and to meet deadlines.

***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, MARC cataloging, and Encoded Archival Description. 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.

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

Applicant selected must provide a current three-year driving record from the current state residence.

Salary: $10.50/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 1979, 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.

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.

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.

DIVISION
Briscoe Center for American History

LOCATION
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, Librarianship-Special

CONTACT INFORMATION
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https://utdirect.utexas.edu/apps/hr/jobs/nlogon/search/0/

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