Sr. Student Associate, Smith Flag Project Intern, Dolph Briscoe Center For American History

University of Texas at Austin (UT Austin)

SALARY LEVEL
10.00

DESCRIPTION
SUMMER INTERNSHIP OPPORTUNITY:

Sr. Student Associate, Smith Flag Research Center Collection Project Intern, Archives, Dolph Briscoe Center For American History.

AVAILABLE: Temporary appointment beginning June 5, 2014. Appointed by semester. 19 hours per week, Monday through Friday. Schedule to be arranged with supervisor.

DESCRIPTION: Under the supervision of the Smith Flag Research Center Collection Project Archivist, the intern will assist with the arrangement and description of the Smith Flag Research Center Collection.

The collection includes the contents of the Flag Research Center, created in 1962 and directed by Whitney Smith, widely recognized as the foremost expert on the study of flags and their historical significance, known as vexillology. This unique collection contains a vast number of research files, flag charts, pamphlets, lithograph prints, clippings, and flags, as well as troves of associated memorabilia. The Smith Collection contains considerable research materials related to American history and Americana, with detailed information about the development of the Stars and Stripes as well as state flags. The collection is considered the most important and largest collection of its kind.

This internship opportunity presents a unique opportunity to work hands-on with a variety of materials and experience each step of the processing project, from the initial survey of materials to the completed finding aid.

REQUIRED QUALIFICATIONS:

- University of Texas student status. 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 lift numerous 50-lb. boxes during a three-to-four-hr. 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 history, humanities, or art history.
- Experience with multi-format collections, including manuscript, ephemera, and artifacts.
- Strong knowledge of twentieth century U.S. history.
- Experience in historical research with primary documents.
- Knowledge of and experience with preservation materials, practices, theories, and methods.
- Knowledge of and experience with descriptive standards, including EAD and DACS.
- 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: CONVICTION VERIFICATION CONDUCTED ON APPLICANT SELECTED.

Salary: $10.00 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 the Center’s 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.

DIVISION
Briscoe Center for American History

LOCATION
Nation Wide

no
City
Austin
State/Province
Texas
Country
United States

POSITION TYPE
Part-time, Student/Internships

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

CONTACT INFORMATION
Karen Hardin
Human Resource Coordinator
Dolph Briscoe Center for American History
The University of Texas at Austin
1 University Station D1100
Austin, Texas 78712-0335
k.hardin@austin.utexas.edu
512-495-4548