

 This is how a student may see your job posting.

Sr. Student Associate, Exxon Mobil Historical Collection Intern, Dolph Briscoe Center For American History

Position Type

Internship/Student Position

Description

Sr. Student Associate, Energy and Natural Resources Intern, Archives, Dolph Briscoe Center for American History. The Energy and Natural Resources Collections consist of corporate archives, organizational records, personal papers and oral histories that form a comprehensive view of the energy industry and its influence on Texas, the nation and the world. The ExxonMobil Historical Collection-comprised of an estimated 4 million documents, 1.5 million photographs, 4,000 artifacts, and over 30,000 moving image and sound recordings-is one of the largest publicly accessible collections documenting a single petroleum company.

AVAILABLE: Temporary appointment by semester. 15 hours per week. Schedule to be arranged with supervisor, Monday through Friday, 8:00-5:00.

DESCRIPTION: Under the supervision of the archivist for the

How To Apply

*Please show "Exxon Mobil Intern" 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

Requested Documents:
Resume
Cover Letter

Important Dates

Posted On:
Sep 06, 2017

Applications Accepted Until:
Sep 18, 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

ExxonMobil Historical Collection, the intern will assist with the arrangement and description of the Energy and Natural Resources collections and other tasks as assigned. The intern will primarily assist with the arrangement and description of photographs from the ExxonMobil Historical Collection, but may also have the opportunity to work with records, artifacts, and multimedia materials, and to provide assistance to patrons at the Center's reference desk.

deadline date you see is an arbitrary date set at 90 days from the date of when the iSchool posted the job.

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 nine hours of graduate coursework in Library and Information Sciences.
- = Ability to lift numerous 50-lb. boxes during a three-to-four-hour period of time.
- = Ability to work in a collaborative environment as part of a team, as well as good judgment and ability to function independently within the job duties.
- = Must not be in another paid position with the University.

Contact Information

contact - information hidden per user request

PREFERRED QUALIFICATIONS:

- = Bachelor's degree in the social sciences or humanities.
- = Knowledge of and experience with archival procedures, including arrangement and description, and Encoded Archival Description.
- = Knowledge of Texas, U. S., or business history.
- = Experience in historical research with primary documents.
- = Knowledge of and experience with preservation materials, practices, theories, and methods.
- = 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: \$13.00 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>

- = Birth date, 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

Job Function

**Archives-Historical, Archives-Preservation/Conservation,
Librarianship-Academic**