

 This is how a student may see your job posting.

Sr. Student Associate- PhotoArchives Internship, Dolph Briscoe Center for American History

Position Type

Internship/Student Position

Description

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

AVAILABLE: Beginning ASAP. Appointed by semester. 19 hours per week, Monday through Friday. Schedule to be arranged with supervisor.

DESCRIPTION: Under the supervision of the Photographs Archivist and the Photography Services Coordinator, the intern's primary responsibilities will be to process collections and answer reference questions. The intern will also be trained to create archival quality digital files for EAD finding aids and to integrate these into an existing database with the appropriate metadata. Additional training related to preservation, arrangement, description, and creation of finding aids for archival collections consisting primarily or exclusively of photographic materials will be provided as time permits. Participation in various special projects such as web exhibits and opportunities to learn other

How To Apply

Please show "Photo Archives Intern" in the reference line of emails when applying

Candidates should send letters of interest, resumes, and names and addresses of three references to Karen Hardin at cah.jobs@austin.utexas.edu

Important Dates

Posted On:
Sep 11, 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 deadline date you see is an arbitrary date set at 90 days from the date of when the

aspects of archival enterprise will be scheduled as they become available.

REQUIRED:

- = 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-hour period of time.
- = Must not be in another paid position with the University.

PREFERRED QUALIFICATIONS:

- = Bachelor's degree in the social sciences or humanities.
- = Knowledge of Texas and U. S. history.
- = Experience in historical research with primary documents.
- = Knowledge of research methodologies and techniques.
- = Work experience in special collections, a research center or archive.
- = Graduate coursework in history, history of photography, library science, and/or archives.
- = Knowledge of and experience with archival procedures.
- = Knowledge of preservation materials, practices, and theories. Experience with preservation methods.
- = Macintosh and PC experience, including Photoshop, FilemakerPro or other database software.
- = Experience producing and organizing both analog and digital photographic images including scanning of reflective and transparent media, and digital assets management.
- = 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.

iSchool posted the job.

Contact Information

contact - information hidden per user request

**SECURITY SENSITIVE; CONVICTION VERIFICATION
CONDUCTED ON APPLICANT SELECTED.**

Salary: \$10.50 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.

Location

Austin, Texas

Division

Briscoe Center for american History

Salary Level

10.50

Job Function

Archives-Historical, Archives-Preservation/Conservation