**Archives Internship Opportunity**

**HOW TO APPLY:**

Please show "376th Heavy Bombardment Group and Leatrice and Ed Clendenin Endowed Graduate Internship in Military History" 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](about:blank)

Sr. Student Archives Associate, Archives and Manuscripts Unit, Briscoe Center

for American History

**AVAILABLE**: Immediately. Temporary appointment. 10 hours per week. Schedule to be arranged with supervisor.

**DESCRIPTION**: Under the supervision of the Head of Archives and Manuscripts, the intern will carry out projects pertaining to the 376th Heavy Bombardment Group as well as other military history collections. The intern will preserve, arrange, and describe collections; create finding aids using ArchivesSpace; and create a LibGuide to the collection.

**REQUIRED QUALIFICATIONS**:

* University of Texas student status and enrolled in at least six semester credit hours
* Excellent organizational skills
* Regular and punctual attendance
* Strong oral and written communication skills
* Excellent interpersonal skills
* Ability to work in a collaborative environment
* Ability to work as part of a team and independently
* Ability to work under supervision
* 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
* Must not be in another paid position with the University

**PREFERRED QUALIFICATIONS**:

* Bachelor's degree in the social sciences or humanities
* Knowledge of research methodologies and techniques
* 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, and collection management software such as ArchivesSpace
* Knowledge of preservation materials, practices, and theories
* Experience using Macintosh desktop computers

**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 (200,000 volumes), archive (90,000 linear feet) 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 Briscoe Center for American History acquaint participants with its resources, services, and operations, and provide experience with specific projects. The knowledge and experience which interns gain enrich their graduate studies and research.

In addition to providing general support for the 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 website.

Through stewardship and scholarship, we collect, preserve, and make available documentary and material culture evidence encompassing key themes in Texas and U.S. history. Researchers, students, and the public mine our collections for a wide range of academic, professional, and personal uses. Our collections also inspire our own projects, including books, exhibits, programs, films, and educational materials. The Dolph Briscoe Center for American History is an organized research unit and public service component of the University of Texas at Austin.

The University of Texas at Austin is required to reach out to, hire, and provide equal opportunity to veterans and individuals with disabilities. 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.

**Job Function:**

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