University Archives

Graduate Assistant Job Description

Graduate Archival Assistant

General Description: Use research skills and gather and assess information from multiple sources to compose professional-level finding aids. Assist staff with creating an online presence for digitized archival material. Provides backup support for the University Archives, so other regular duties will include assisting patrons in the reading room, answering basic reference questions, and performing routine departmental tasks. Additional duties may include researching, writing, designing, and installing exhibitions in the Alkek 580 exhibit case or in one of the library’s exhibit cases, and assisting with new accessions of materials. Students will be invited to write articles for the library eNewsletter on subjects related to University history.

Job Duties:

• Under guidance of the Archivist, process archival materials. This includes following guidelines for handling rare materials, arranging content, reformatting content, and performing detailed historical research to provide factual information to accurately describe archival materials. Students may also be trained to digitize audio/visual materials.
• Make available archival materials through the creation of finding aids, physical exhibits, and digital exhibits. Using tools such as Omeka for creating digital exhibits, students will be responsible for the design and implementation of digital exhibits. After training to learn how to use the archival database, students may be responsible for entering detailed accession and resource records and creating professional-level finding aids.
• Assist patrons in the reading room and answer basic reference questions.

Terms of Employment: 20 hours worked per week, beginning January 2018. Renewed on a semester basis.

Required Qualifications: Current graduate student taking 9 hours of course credit. Must meet Graduate College requirements for employment.
http://www.gradcollege.txstate.edu/docs/gapcr_checklist.pdf

Preferred Qualifications: Some processing experience. Is enrolled in, or has completed, the Archival Management graduate course. Interested in a career in archives. Detail oriented.

Interested applicants can email their resumes to Univarchives@txstate.edu