



## Position Description for Graduate Assistant in the University Archives

### General Description:

This Graduate Assistant position is designed to provide a student with opportunities to gain practical work experience in the University Archives at Texas State University. In consultation with the Archivist(s), work projects will be assigned based on student interest and departmental needs. Because this position also provides backup support for the University Archives, other duties will include assisting patrons in the reading room, answering basic reference questions, and performing routine departmental tasks.

### Job Duties May Include:

- Processing physical archival materials. Following guidelines for handling rare materials. Rehousing, arranging, and describing archival materials.
- Using research skills to gather and assess information from multiple sources to compose professional-level finding aids.
- Researching, writing, designing, and installing physical or digital exhibitions.
- Assisting with receiving and indexing new accessions of materials.
- Other special projects as determined by the University Archivist.

### Terms of Employment:

20 hours per week, with hours arranged Monday-Friday between 8:00am-5:00pm.

Student is expected to set regular work hours during the semester.

Employment is offered on a per-semester basis; appointment may be renewed if the archives is satisfied with the student's performance in the previous semester.

### Required Qualifications:

Students must meet Graduate College [requirements for GA employment](#).

- Student must be enrolled in 9 course hours in each long semester.
- Summer employment requirements vary according to Graduate College regulations.

### Preferred Qualifications:

Graduate students in the Public History program are preferred, but students in any graduate program at Texas State may apply.

Completion of or enrollment in Archival Management or Records Management course.

Detail oriented, strong writing skills, interest in a career in archives.

***Interested applicants who meet Graduate College requirements for GA employment should email resume and a letter of interest to [UnivArchives@txstate.edu](mailto:UnivArchives@txstate.edu).***