

Special Collections and University Archives Intern (2014-2015)

Classification: Student Assistant 2 (LSA 2)

Salary: \$9.30-\$9.49

Hours: 15-20 per week

The University of Oregon Libraries invites application for a part-time, temporary **Archive Intern** in Knight Library's Special Collections and University Archives. The student assistant will work on a variety of different archive collections, projects, and initiatives during the 2014-2015 academic year. This learning experience assists in preparing the candidate for a professional archive position.

Project Description

This position will focus on providing the Archive Intern with a learning environment experience to assist them in preparing them for a professional archive position. The Archive Intern will be responsible for performing a variety of tasks in arrangement and description, outreach and instruction, and communications.

Duties and Responsibilities

- Processing:
 - Assist with processing various small and non-complex archive collections
 - Create and/or revise preliminary/final content lists
 - Review materials for possible preservation attention
 - Re-boxing, re-folding and labeling archival materials when appropriate
 - Research and prepare concise, but detailed biographies and scope/content notes for collections
 - Create findings aids to provide access to collections
- Outreach and Instruction:
 - Assist Instruction Coordinator with scheduling instruction sessions and outreach to faculty
 - Assist with various aspects of the department's communications initiative, including writing blog posts, posting to social media mediums (Facebook, Twitter, Instagram), and developing other resources for marketing and outreach.
- Public Service: Assist archivists with in-depth remote or in-person reference inquiries.
- Meet with the Collections Management Archivist and University Historian and Archivist once a week, or as needed, for training and progress reports. The candidate must have an ability to work well with minimal supervision on a day-to-day basis.

Skills

- Familiarity with primary sources and/or experience working/researching with archival collections
- Knowledge of Excel, Microsoft Word, Google Docs, and WordPress
- Excellent oral and written communication skills are essential; demonstrated ability to write clear text and meet deadlines
- Ability to follow detailed policies and procedures; work independently and with a team; and solve complex problems
- Good organization skills and attention to detail
- Ability to work independently after initial training
- Ability to observe confidentiality restrictions and maintain security of materials
- Proficiency with social media platforms (wordpress, facebook, Instagram, tumblr, etc.

Working Schedule

Hours are flexible, but must be scheduled during regular operating hours in Special Collections and University Archives: **Monday-Friday, 10:00 AM – 4:30 PM**. Saturday hours may be negotiated (11:00 AM – 4:30 PM).

Working Conditions

Position requires computer use; work with a variety of historic archive collections; ability to bend, stoop, and lift 30lbs boxes.

Applications

Submit a letter of interest and resume, as well as a UO Libraries application (available in the Knight Library Personnel Office), to:

Jennifer O’Neal, Corrigan Solari University Historian and Archivist
Stephanie Kays, Collections Management Archivist
1299 University of Oregon Libraries
Eugene, OR 97403-1299
joneal@uoregon.edu

Applications can be emailed directly or dropped off at Knight Library, Special Collections and University Archives, Paulson Reading Room, North Wing, 2nd Floor.

Priority consideration will be given to applications received by October 15. Deadline for submissions October 19.

Inquiries

Jennifer O’Neal
joneal@uoregon.edu
541.346.1899