

Archives Research Assistant

Classification: Student Assistant 3 (LSA 3)

Salary: \$9.50 - \$9.69

Hours: 15-20 per week

The University of Oregon Libraries invites application for a part-time, temporary **Archives Research Assistant** in Knight Library's Special Collections and University Archives. The student assistant will work on a special research project during the 2014-2015 academic year.

Project Description

This position will focus on the Documenting UO History Project that aims to research, document, and disseminate major portions of university history. The Archives Research Assistant will be responsible for conducting in-depth historical research of significant university history, writing detailed historical overviews, and providing basic descriptions of collection contents.

Duties and Responsibilities

- Conduct in-depth historical research in the university archives concerning significant university history, with specific focus on major events, individuals, milestones, and hidden history.
- Write detailed historical overviews, biographies, and blog posts for contribution to a variety of mediums including, repository website (historical timelines, frequently asked questions), collection finding aids, department blog, pamphlets, and mobile apps.
- In collaboration with the University Historian and Archivist, identify key archive collections for priority processing and preservation work. If time allows, provide basic collection-level descriptions.
- Assist with outreach to university offices and student groups to gather and donate records to fill gaps in the historical record.
- Meet with the 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

- Knowledge of Excel, Microsoft Word, Google Docs, and WordPress
- Excellent oral and written communication skills are essential
- Required interest in history and/or archives, as well as completion of history courses.
- Desirable qualities include intellectual curiosity, strong work ethic, and attention to detail.

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, Project Supervisor
Corrigan Solari University Historian and 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
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541.346.1899