Student Job Details

Team and/or Unit: Access and Resource Services
Position Title: Graduate Curator for Civil War Collections
Classification Level: 6
Hourly Rate: 14.25
Available openings: 1
Hours per week: 8-12

Specific time periods required: Summer 2019 – Spring 2020

Work Schedule: Monday–Friday; Between the hours of 9:00 AM and 6:00 PM; schedule to be negotiated with supervisor

Responsibilities/Duties:
The Access and Resource Services Unit of Emory Libraries seeks a graduate student in the humanities or social sciences to assist with the creation and editing of metadata for Emory’s Civil War collections. Tasks will include analyzing historical documents, editing existing data entries, creating subject headings using Library of Congress Authorities and assisting with other projects as needed.

Requirements:
1. Basic computer skills including Microsoft Word and Excel.
2. Proficiency in reading nineteenth-century handwriting.
3. Attention to detail and time management skills.
4. Ability to work well independently and efficiently.
5. Strong written communication skills.
6. Some knowledge of nineteenth-century American history is desired, but not required.
7. Experience working with digital primary source collections is also desired, but not required.

Interviewer Name: Simon O’Riordan and Erica Bruchko
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Form Submitted by: Erica Bruchko Date: July 19, 2019