

# **Center for Regional Studies 2024-2025 UNM Graduate Fellowship**

## **University Archives Fellowship Center for Southwest Research and Special Collections (CSWR) Zimmerman Library University of New Mexico**

The CSWR specializes in preserving and making accessible historical manuscripts, books, photographs, maps, architectural drawings, recordings, and other library materials relating to New Mexico, the Southwestern U.S., and Latin America. It also houses University Archives, as well as a collection of rare books on various topics from around the world. The University Archives fellow will assist the University Archivist in processing collections and managing the historical records for the university. The records in the University Archives include correspondence, meeting minutes, photographs, oversized materials, and digital files. These records need to be reviewed and processed before they are made available to the public for research.

### **Duties and Responsibilities**

The University Archives fellow will arrange and describe original archival material and perform basic preservation functions on the materials as necessary. The fellow will conduct background research into the records' creators and write a brief description of the history of the person or administrative unit. Once the finding aid is completed, it will be published in the New Mexico Archives Online. If there is time, materials may be digitized and uploaded into the UNM Digital Repository or New Mexico Digital Collections.

### **Terms of the Award**

The award amount is based on the required minimum salaries set by the most recent collective bargaining agreement and the student's degree level. The fellow will work 20 hours each week during the fall and spring semesters, not including University-wide holidays.

### **Selection Criteria**

- Graduate student in residence at the University of New Mexico with a minimum of 6 credit hours of course work, thesis or dissertation hours which count towards the graduate degree.

- Applicants should be enrolled in a graduate program related to the CSWR's scope of collections.
- Experience teaching or willingness to gain experience teaching to different audiences.
- Familiarity with archival research
- Research and writing skills.
- Good communication, organization, and time management skills

### **Application Packet**

- Letter of application addressing the selection criteria
- One letter of recommendation from someone familiar with the applicants work experience.
- Copy of recent research paper (1-3 pages only)
- Resume/CV

Please email completed application packet to:

[pvescio@unm.edu](mailto:pvescio@unm.edu)

Portia Vescio

University Archivist

Center for Southwest Research and Special Collections

**Deadline for receipt of application May 5, 2024**