**2025-2026 UNM Archives Graduate Fellowship**
University of New Mexico, College of University Libraries and Learning Sciences
Center for Southwest Research and Special Collections

The UNM Archives Graduate Assistantship supports the mission of the Center for Regional Studies by allowing a student to gain in-depth knowledge about one or two local people or organizations. Working under the direction of the University Archivist, the student working on this fellowship will gain a deeper insight into the history of UNM and will be making accessible new resources for other scholars to use.

The goals of this fellowship are to give a graduate student hands-on experience with digitizing archival collections and putting them online in order to better understand how to make collection materials accessible to a broader audience. In the long term, this information helps the graduate student better understand the research process and the amount of work it takes to put collections online.  Another goal of this fellowship is to increase the accessibility of archival materials.

**Job Duties**
The fellow will select a collection for digitization and perform basic preservation functions on the 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 collection is digitized, the fellow will upload the files into the UNM Digital Repository or New Mexico Digital Collections.

**Deliverables**
The fellow will learn about scanning techniques and standards and about creating item level metadata.  The materials will be online which can be linked to at a later time.  All projects are designed to be completed within one academic year and to give the fellow experience that could be added to their resumé.

The pay for the fellowship is equal to UNM's required minimum salary set by the most recent collective bargaining agreement. The fellowship is 20 hours per week.

Applicants are asked to submit a letter of interest, CV, and 2-page writing sample and one letter of reference.  For best consideration, please submit your packet of materials by May 15, 2025 to Portia Vescio, University Archivist at pvescio@unm.edu.