

Assistantship Type:	Wilson Hurley Collections Project Assistantship
Department:	Center for Southwest Research and Special Collections, College of University Libraries and Learning Sciences
Pay Rate:	\$23.14 – \$25.45 per hour
Tuition Award:	Up to 9 credit hours for the Spring 2026 semester
Benefit Eligibility:	Graduate students who hold an assistantship appointment of 0.25 FTE or greater for at least half of a semester (8 weeks) are eligible for 100% coverage of the health insurance premium by the University under the graduate student health care plan on a semester-by-semester basis.
Anticipated Term:	Spring 2026
Appointment Percent:	0.5 %
Application Deadline:	Deadline November 17, 2025
Position Summary:	The Center for Southwest Research and Special Collections seeks a project assistant to process the Wilson Hurley Collections. The Project Assistant will gain professional archival experience processing, describing, and digitizing, according to archival best practices, a large collection of varied formats – including transparencies, photographs, VHS cassettes, original drawings, card file descriptions, correspondence, speeches and related print ephemera. This is a 50 % FTE position (20 hours a week) starting in January 1st, 2026 with an end date of May 31st, 2026 and possibility of renewal contingent continuing availability of funds, satisfactory performance, and academic eligibility. DUTIES AND RESPONSIBILITIES: • Inventory of pictorial and manuscript collections • Arrange and describe unprocessed collection materials • Description of collection materials • Research on subjects related to the collection • Creation of finding aids through ArchivesSpace • Digitization of collection materials • Upload of digital materials • Present a topic about the collection at the annual CSWR symposium or comparable venue • Other tasks as needed
Qualifications:	• Relevant experience in the study of arts and/or artists in New

Mexico

- Excellent organization and time management skills
- Demonstrated ability to work independently on projects
- Available to work 20 hours a week in person at CSWR

To be employed as a graduate assistant; the selected candidate must meet the following criteria:

- Formally admitted to a graduate program at the University of New Mexico.
- A graduate student in good standing as determined in the sole discretion of UNM administration.
- For Fall and Spring semester, maintain enrollment at the University of New Mexico for a minimum of 6 hours of course work, thesis, or dissertation hours that count toward the graduate degree.
- A 3.0 grade point average in graduate coursework each semester.
- Within the time limit, as specified in the UNM Graduate Catalog, for completion of the degree sought.

Application Instructions: To be considered for this opportunity, applicants must submit:

- letter of intent
- CV/resume
- Two letters of recommendation

Complete applications must be submitted before November 17th to Fatima Guevara, CSWR Pictorial Archivist, at fdelangelguevara@unm.edu

Applications will be reviewed and top candidates will be selected for an interview.

Assistantship holders are represented by United Electrical, Radio and Machine Workers of America (UE).