Position Title: Student Processing Assistant, D.C. Africana Archives Project
Eligibility: Undergraduate & Graduate Students

The D.C. Africana Archives Project (DCAAP) will hire 5 students to serve as processing assistants to complete an archival processing project from summer 2015 to December 2016. DCAAP is funded by the Council on Library and Information Resources (CLIR) and will enhance cataloging, arrangement and description of 125-150 currently unprocessed archival collections documenting African American and African Diaspora life and culture in Washington D.C. A collaborative endeavor implemented by the Africana Studies program in the Columbian College and the University Libraries, DCAAP’s mission is to process and provide access to local collections for research, scholarly publications, academic curriculum and public history programming. In addition to GWU, DCAAP includes collections from the District of Columbia Archives, Howard University’s Moorland-Spingarn Research Center, the Historical Society of Washington, D.C., the National Museum of American History’s Archives Center, and the Martin Luther King Jr. Memorial Library. DCAAP funding also supports processing workshops for small collecting institutions and the development of academic courses for high school, undergraduate and graduate students with the School Without Walls and the George Washington University’s Africana Studies Program.

Students who work as processing assistants for DCAAP will receive a wealth of training and experience in archival processing and Africana history and culture. Students will also be introduced to influential administrators and curators serving at museums, universities, cultural centers, libraries and research institutions across the region.

Position Requirements

All DCAAP processing assistants will be required to attend intensive training sessions. Students will be trained in archival processing, finding aid creation, minimal processing methods, and local Africana history. Students hired will begin processing during the summer session (May 2015) and will finish in December 2016.

All processing assistants will work 20 hours per week during the school year and 15 hours per week during the summer months. Students will work in pairs to ensure that the archival processing will move swiftly and efficiently.

All processing assistants must be willing and able to work off-campus. All partner sites are accessible using the Metro system.

All processing assistants must be able to work in a team setting, follow directions, work quickly, and achieve goals under strict time constraints.
Duties & Responsibilities

- Attend all project training sessions, bi-weekly, monthly, and quarterly meetings.
- Process selected DCAAP collections at partnering institutions.
- Create finding aids via the Archivists’ Toolkit.
- Attend project and partner site community workshops and public educational programming.

Preferred Applicants:

- Graduate students with interests in the Humanities, social sciences, fine arts, library science, archival collections and research.
- Possess excellent organizational skills and the ability to achieve deadlines.
- Comfortable working independently and with a team.

Compensation

The compensation for processing assistants will be $16.00 per hour with an expectation that students will work 20 hours per week during the academic year and 15 hours per week during the summer months. Salary reflects funds to cover travel to partnering sites.

Duration
The DCAAP processing is ongoing and will conclude in December 2016.

To Apply:

Please submit a cover letter, the names and contact information of 2 references, and your resume to the Project Archivist:

Alex Krensky
Project Archivist, D.C. Africana Archives Project
(202) 994-1363
akrensky@email.gwu.edu