

JOB OPPORTUNITY: CFL STUDENT ARCHIVIST

The UW-Madison [Center for Limnology](#) (CFL) is seeking a Student Archivist to continue working on our long-term archival project that aims to preserve our department history. This position is a great opportunity for aspiring archivists and students interested in digital collections!

This student hourly position is expected to be 8-12 hours/week and can be partially remote, and partially onsite at the Hasler Laboratory of Limnology (680 N. Park Street, Madison, WI). Pay will be \$14.50-\$15 per hour, based on experience.

Duties for this project include but are not limited to:

1. Digitization and Description

- Continue overseeing the digitization of visual and A/V materials
- Create metadata for photographic, A/V materials, born digital and digitized materials
- Work with UW Digital Collections staff to select and create metadata for visual materials for inclusion in the History of Limnology digital collection
- Remotely assist with the processing and digitization of photographic materials housed at Trout Lake Station

2. Processing physical collections

- Coordinate donations of incoming archival materials, as well as appraise, organize and describe said materials
- Facilitate long term storage of physical collections with staff at UW Archives
- Provide support for accessing CFL archival materials in UW Archives

3. Other

- Chair the CFL Archive Committee and oversee committee projects
- Assist with other duties as they arise, such as assisting the Limnology Librarian with annual library evaluation

Qualifications:

- Completion of LIS 734 Introduction to Archives
- Courses in metadata, digital collections, and archives strongly preferred but not required

Skills:

- Attention to detail and strong organizational skills
- Ability to self-motivate and work independently, as well as part of a small team

To apply, please submit your resume and a very short cover letter outlining your qualifications to Monet Hutchins, CFL Assistant Director, at monet.hutchins@wisc.edu. **Application deadline is May 2, 2022.**

UW-Madison is committed to providing opportunities to people from all backgrounds to help create a welcoming, empowered, and inclusive community. UW-Madison encourages women, minorities, veterans, and people with disabilities to apply.