

**Center for Regional Studies
2017-2018 UNM Graduate Fellowship**

**UNM Administrative Collections Fellowship
University Archives
Center for Southwest Research and Special Collection
The University of New Mexico**

The 2017-2018 UNM Administrative Collections Fellowship is awarded to a graduate student enrolled at the University of New Mexico to work in the University Archives which is part of the Center for Southwest Research and Special Collections. The Fellow will work on an addition to the papers from the Office of the University President. The University Archives is responsible for identifying and preserving historically and legally significant records that document the University's three basic functions of teaching, research, and public service.

Duties and Responsibilities

Under the guidance and mentorship of a CSWR staff member, the fellow will appraise and arrange the content of multiple boxes, additions to the historical papers and electronic records from the Office of the President. As a final product, the fellow will create a finding aid with descriptive information and contents list to be published in the Rocky Mountain Online Archive. Electronic records may be uploaded into the university's Digital Repository with corresponding metadata to be created.

Terms of the Award

The award is for \$15,000. The fellow will work 20 hours each week during the fall and spring semesters including finals week. University-wide holidays are excepted. The fellow is required to give a short research presentation in Spring 2018 relating to the work accomplished during the fellowship.

Selection Criteria

Required:

- 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.
- Background in humanities or social sciences with a concentration in Southwestern history and culture
- Experience with photography
- Good communication, organization and time management skills
- Legally authorized to work in the United States

Preferred:

- Knowledge of relevant software applications
- Previous experience as a photographer (a portfolio of images should be submitted.)
- Basic knowledge of or interest in learning basic HTML encoding practices

Application Requirements

- Letter of application specifically addressing the selection criteria
- Two letters of recommendation from individuals familiar with applicant's academic and work experience; letters should include telephone numbers for verification
- Applicant's resume/curriculum vitae
- Completed application form

Applications available online at: <http://elibrary.unm.edu/cswr/fellowships.php>

Request additional information and/or send your completed application packet to:

Portia Vescio
University Archives
Center for Southwest Research, University Libraries
1 Univ. of New Mexico, MSC 05-3020
Albuquerque, NM 87131-0001
505-277-0278 or pvescio@unm.edu

Deadline for receipt of application is Friday, June 30, 2017

(All fellowship awards pending final budget approval before fall semester)