

JOB ANNOUNCEMENT

DIGITIZATION AND METADATA ASSISTANTS

Position Description

The Women and Leadership Archives (WLA) seeks to hire Digitization and Metadata Assistants as part of the Mundelein @ 90 grant project, which aims to digitize and provide online access to unique historical records from Mundelein College.

Compensation is competitive.

Requirements

- Open to Loyola students currently enrolled in a MA or PhD program.
- Priority will be given to those enrolled in public history, history, digital humanities, and WSGS, however, those studying other disciplines are also encouraged to apply.
- Commitment of at least six months is encouraged; long term (over a year) opportunities are available.
- The position is 10-20 hours/week.
- Position will start in January at the beginning of Spring 2022 semester.
- Work will be completed onsite at the WLA (9am-5pm Monday-Friday)
- Previous experience in archives, museums, or libraries is desirable but not required.
- Workers will be required to follow all Loyola personal safety practices and protocols. ([LUC.edu/returntocampus](https://www.luc.edu/returntocampus))

Duties

- Scanning photographs
- Creating new metadata
- Reviewing existing metadata
- Assisting in migration work
- Occasionally assisting with other duties related to grant project such as outreach and promotions

To Apply

Please email a cover letter and resume to Emily Reiher, Director, Women and Leadership Archives at ereiher@LUC.edu no later than **November 12, 2021**. Applications received after the deadline will be kept on file for future opportunities.

Visit [LUC.edu/wla/mundeleinat90](https://www.luc.edu/wla/mundeleinat90) to learn more about the WLA, Mundelein College, and the grant.



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