Center for Primary Research and Training Graduate Student Positions

The Center for Primary Research and Training (CFPRT) seeks applications from graduate students for positions that will allow students to gain first-hand experience in working with archives and special collections. CFPRT scholars are able to work up to 19 hours per week, Monday-Friday between 9am-5pm, and are paid $19.54 per hour.

To be considered for positions, please email an application, letter of interest, and a CV or résumé to:
   Library Special Collections, CFPRT
   speccoll-cfprt@library.ucla.edu

Application deadline for the fall quarter is October 6, 2017.
Application materials and more information about the Center can be found on our website at:
http://www.library.ucla.edu/special-collections/at-this-location/center-primary-research-training-cfprt

Position Descriptions

Processing or archival experience not required for the position below. A commitment of 2-3 quarters is preferable.

University Archives Processing Scholar

The UCLA University Archives, established in 1949 by Provost Clarence A. Dykstra, is the official repository for non-current UCLA records having permanent historical, fiscal, legal, or administrative value. Records in the University Archives date from the late nineteenth century, when UCLA’s predecessor institution, the Los Angeles State Normal School, was founded. The University Archives scholar will gain hands-on training in the appraisal, arrangement, and description of unprocessed archival collections. The scholar will survey collections, set priorities for processing, and process collections of UCLA faculty. The scholar will learn to apply efficient techniques to appraise and process collections. The scholar will also become familiar with archival and library standards such as EAD, DACS, MARC, LCSH, and LCNAF.