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 material. CFPRT scholars are able to work up to 19 hours per week during the academic year, Monday-Friday between 9am-5pm, and are paid $19.54 per hour. A minimum of 12 hours per week is required.

To be considered for positions, please email an application, letter of interest, and a CV or résumé to:
Courtney Dean
Head, Center for Primary Research & Training
speccoll-cfprt@library.ucla.edu

Application deadline for the fall quarter is Sunday, September 20, 2020.
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

*Special collections experience not required for the positions below.*

**Description Audit Scholar: Archival Description**

Project duration: 2-3 quarters

This project will serve as an information gathering phase in part of a larger effort to enact antiracist descriptive practices across Library Special Collections (LSC) and UCLA Library, including description located in finding aids, catalog records, digital discovery platforms, and other wayfinding tools such as LibGuides. The two description audit scholars will collaborate to conduct a literature review and compile a list of community-created and community-sourced controlled vocabularies as well as similar description remediation and survey projects being undertaken at peer institutions. The archival description scholar will then systematically review existing finding aid description to identify culturally insensitive and harmful language; coded language; vague language which obfuscates difficult materials; obscured access points for marginalized people and communities resulting from inadequate description; and/or description of offensive material that could be better contextualized. In a final report, they will make recommendations for next steps in editing and updating description as well as integrating this core work into routine workflows and practices. It is anticipated that the scholar with routinely liaise with Collections Management (CM) staff in the course of the project, including regular discussions and reporting facilitated by the project supervisor at CM meetings. *Desired skills: Familiarity with ethical and community-centric descriptive practices and redescription efforts across the profession and/or a scholar with expertise in relevant subject areas.*
The ideal candidate has experience creating archival description and/or conducting archival research in relevant subject areas.

**Description Audit Scholar: Bibliographic and Digital Object Description**

Project duration: 2-3 quarters

This project will serve as an information gathering phase in part of a larger effort to enact antiracist descriptive practices across Library Special Collections (LSC) and UCLA Library, including description located in finding aids, catalog records, digital discovery platforms, and other wayfinding tools such as LibGuides. The two description audit scholars will collaborate to conduct a literature review and compile a list of community-created and community-sourced controlled vocabularies as well as similar description remediation and survey projects being undertaken at peer institutions. The bibliographic and digital object description scholar will then systematically review existing LSC catalog records and digital object metadata to identify culturally insensitive and harmful language and access points; coded language; vague language which obfuscates difficult materials; obscured access points for marginalized people and communities resulting from inadequate description; and/or description of offensive material that could be better contextualized. In a final report, they will make recommendations for next steps in editing and updating description as well as integrating this core work into routine workflows and practices. It is anticipated that the scholar with routinely liaise with Collections Management (CM) staff in the course of the project, including regular discussions and reporting facilitated by the project supervisor at CM meetings. Desired skills: Familiarity with ethical and community-centric cataloging practices and redescription efforts across the profession and/or a scholar with expertise in relevant subject areas. The ideal candidate has experience working with descriptive metadata and controlled access points.