Center for Primary Research and Training Graduate Student Positions

The Center for Primary Research and Training (CFPRT) seeks applications from graduate students across UCLA 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:

Courtney Dean
Head, Center for Primary Research & Training
cdean@library.ucla.edu

Application deadline for the winter quarter is Friday, November 30, 2018.

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 positions below.

Buddhist Churches of America Records

A commitment of 2 quarters is preferable.

The Buddhist Churches of America (BCA) is a national organization of the Jodo Shinshu Hongwanji-ha sect in the continental United States. Formerly known as the Buddhist Mission of North America (BMNA), the BCA is the largest Japanese American Buddhist organization and is currently headquartered in San Francisco, California. The collection includes correspondence between headquarters in the United States, Jodo Shinshu Hongwanji Headquarters in Kyoto, Japan, and individual temples. It is also comprised of meeting meetings, conference materials, education-related records, publications, financial records, photographs, and audiovisual materials in a wide variety of formats. Desired language skills: Japanese.

Redescription Scholar

The Redescription Scholar will undertake a survey to identify finding aid description that contains outdated, culturally insensitive or oppressive language in order to redescribe collections that better reflect self-description by communities. The pilot phase of this project will focus on LSC collections documenting the incarceration of Japanese Americans during World War II. The scholar will survey LSC collections in order to audit and revise euphemistic language not in line with the preferred terminology advocated for by the Japanese American Community. The scholar will be responsible for making and documenting revisions, and developing and implementing workflows that promote transparency of
archival descriptive practices. This will involve creating contextual description for legacy data, as well as developing and making accessible version control of finding aids.

**Required skills and knowledge**

- Demonstrated ability with and commitment to inclusive practices and cultural competency
- Demonstrated interest in collection management and archival description
- Ability to work independently, while following established guidelines and procedures, as well as work collaboratively as a team
- Ability to establish and implement policies, in addition to educating team members about description guidelines

**Preferred skills and knowledge**

- Knowledge of national archival and bibliographic standards, such as *Describing Archives: A Content Standard*
- Demonstrated interest in or experience with collection management systems, including ArchivesSpace
- Demonstrated interest in or experience with metadata workflows and data remediation.