Graduate Research Assistant
Position Announcement

Location: Congressional Archives, Carl Albert Congressional Research and Studies Center, University of Oklahoma

Start Date: August 18, 2014

Hours: 20 hours per week (Monday-Friday, 8am-5pm; schedule to be determined with staff); 12-month appointment with possible extension

Compensation: $1,160 per month; standard OU graduate assistant tuition waivers and student health insurance benefits

Minimum Qualifications: Bachelor’s degree, graduate student classification, enrollment in at least 5 credit hours for the Fall 2014 semester, and course work in Library and Information Studies, U.S. history, and/or U.S. government; must be able to lift and move a minimum of 30 pounds

Preferred Qualifications: Course work in archival management and one year of archival or library work experience

Duties: Under the supervision of the archivists, assist in accessioning, appraising, describing, and arranging archival collections; entering data; assisting with reference requests and special projects such as grant writing, digitization, and social media.

The Carl Albert Center Congressional Archives holds the papers of 59 former members of the U.S. Congress and close to 20 related collections. The centerpiece collection is that of Carl Albert, former Speaker of the House of Representatives. Other prominent collections include the papers of Senator Robert S. Kerr, Senator David L. Boren, and Congressman James R. Jones. The total archival holdings comprise more than 6500 cubic feet and primarily date from the 1920s to the present. Besides the history of Congress, congressional leadership, national and Oklahoma politics, and election campaigns, the collections also document government policy affecting agriculture, Native Americans, energy, foreign affairs, the environment, and the economy.

Review of Applications begins August 1, 2014 and they will be accepted until the position is filled. To apply, interested persons must provide a resume, cover letter, and academic transcript (undergraduate and graduate), as well as list of 3 references familiar with the applicant’s work and potential. These materials may be submitted by mail or email.

Mail: Archivist, Carl Albert Center
630 Parrington Oval, Room 101
University of Oklahoma
Norman, OK 73019-4031

Email: baileys@ou.edu

Phone: (405) 325-5835

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