

## 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 at 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](mailto: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.



Mundelein @ 90



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