



SCCA Student Assistant for Queer Archives

Special Collections & College Archives

Spring 2024

Duties/Responsibilities:

Special Collections and College Archives, Queer Archives Student Assistant will work closely with Oxy's college archivist in the discovery, processing, and development of archival collections related to the LGBTQIA+ experience at Oxy. Projects may include: searching current archival holdings to identify materials, processing the Out@Oxy archives, identifying gaps in the current archival collection, researching and writing biographical histories for represented Oxy organizations, and assisting in the development of collection policy and strategy for building collections which more accurately represents the diversity of the Oxy student experience.

Qualifications:

- Willing to learn and follow detailed instructions to ensure that archival materials are handled according to best practices.
- Comfortable working in a highly collaborative environment and communicating with campus and community partners.
- Detail-oriented and resourceful.
- Strong verbal and written communication skills.
- An interest in GLAM (galleries, libraries, archives, and museums) is preferred but not required.
- Physical aspects of the job include bending to shelve books, pushing book-carts, lifting archival boxes.

Start date: January 20, 2024

End date: May 11, 2024

Work Schedule: Flexible within SCCA reading room hours. SCCA reading room is open Monday-

Friday 9-4:30.

Hours Per Week: up to 10 hours per week

Starting pay rate: \$16.78

Work Award: Yes, it is required.

To apply, please submit student employment [application](#) to aquan3@oxy.edu