Center for Regional Studies
2019-2020 UNM Graduate Fellowships

UNM Historical Collections
Center for Southwest Research
The University of New Mexico

The UNM Historical Collections Fellowship is awarded to a graduate student enrolled at the University of New Mexico for work in the Center for Southwest Research. The Center for Southwest Research contains the UNM University Archives, which is responsible for identifying and preserving historically and legally significant records that document the University's three basic functions of teaching, research, and public service. The collections come from UNM's administrative and academic units and contain documents, photographs, and memorabilia.

Duties and Responsibilities

The fellow will arrange and describe original archival photographic material and audio-visual materials. Basic preservation functions will be performed on the materials as necessary. The fellow will conduct background research into the records' creators to write a brief description of the history of the person or administrative unit. Once completed a finding aid with full descriptive information will be published in the Rocky Mountain Online Archive. The fellow may also scan photographs and negatives and create item level descriptions of each image to be uploaded in New Mexico Digital Collections.

Terms of the Award

The award is for $15,000. The fellow will work 20 hours each week during the fall and spring semesters including finals week and the week before the start of classes in both the fall and the spring. University-wide holidays are exempted. The fellow is required to give a short research presentation in Spring 2019 relating to the work accomplished during the fellowship.

Selection Criteria

Required:

- Graduate student in residence at the University of New Mexico with a minimum of 6 credit hours of course work, thesis or dissertation hours which count towards the graduate degree.
- Good communication, organization and time management skills
- Legally authorized to work in the United States

Preferred:

- Familiarity with issues of significance to New Mexico history and culture
- Knowledge of Microsoft office suite including Excel spreadsheets
- Experience using scanning software and Adobe Photoshop

Application Requirements

- Letter of application specifically addressing the selection criteria
- Two letters of recommendation from individuals familiar with applicant's academic and work experience; letters should include contact information for verification
- Applicant's resume/curriculum vitae
- Writing Sample (3 pages)
- Completed application form

Deadline for receipt of application is Friday, 03 May.

Applications available online at: http://elibrary.unm.edu/cswr/fellowships.php

Request additional information and/or send your completed application packet to:

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