Archivist
Job Description
(Edited: 2/20/2017)

Title: Archivist

Department: Brown Center for Students of Color (BCSC)

Supervisor: Assistant Director for First-Year and Sophomore Programs

Grade: A ($9.20-$10.45)

Hours/Week: 2-4 hours

Organization Summary: Visualize. Vocalize. Mobilize. The Brown Center for Students of Color (BCSC) serves as a gathering place for communities of color. Students are encouraged to build meaningful relationships across difference, develop racial and ethnic consciousness, and enact change at Brown and beyond. The BCSC advances the University’s mission of educating and preparing students to discharge the offices of life with usefullness and reputation by empowering students of color, cultivating leadership, facilitating critical reflection, fostering informed action, and promoting social justice.

Job Description: The Archivist organizes and maintains the Brown Center for Students of Color’s library and archives. Archivist sort through binders, books, primary sources, and a variety of donated materials in order to understand and document the BCSC’s role on campus. The Archivist will continue the BCSC digital archiving project and create electronic archives of present history. Additionally, the Archivist will plan occasional exhibition of archived materials.

Requirements:
● Demonstrates strong interest in archiving
● Familiarity with archive software (scanner, Google Drive)
● Dedication to promoting campus awareness about diversity issues and to the mission of the Brown Center for Students of Color
● Detail oriented
● Strong organizational and communication skills
● Ability to work independently and as part of a team
● Experience planning events
● Strong time management skills
● Previous library or archive experience helpful
● Must be in good academic standing

How to Apply: To apply for the position or for more information, please visit the Brown Student Employment Website at studentemployment.brown.edu and complete the BCSC Staffer Application Form. Applications are due on March 10, 2017.

Contact Person: Anthony Mam, Assistant Director for First-Year and Sophomore Programs

Contact Information: Email: anthony_mam@brown.edu Phone: (401) 863-9247