



Fwd: Buhla Collection Archives Metadata Assistant (graduate student, part-time, term, remote)

1 message

Cami Stegall <camistegall@gmail.com>
To: SGAList@soga.org

Fri, Oct 6, 2023 at 11:01 AM

Hi all,

Ohio University Libraries is hiring for a **remote, paid, graduate student** position as a Metadata Assistant. I worked with them last spring on a different project and it was a great experience!

Camilla Stegall

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From: **Carleton, Janet (she/her)** <carleton@ohio.edu>
Date: Thu, Oct 5, 2023 at 3:21 PM
Subject: Buhla Collection Archives Metadata Assistant (graduate student, part-time, term, remote)
To: Stegall, Camilla Elizabeth <stegall3@illinois.edu>
Cc: camistegall@gmail.com <camistegall@gmail.com>

Metadata Assistant Position

[Ohio University Libraries](#) seeks a **graduate student** to **work remotely** as a **Metadata Assistant for 249 hours**.

This position is part of a grant-funded project which aims to increase the discoverability of an existing digitized collection, the [Frank Buhla Collection](#), by performing metadata enhancement through subject analysis, applying both broad and specific subject headings, as well as free text description. At the end of the LSTA grant-funded work period, the enhanced collection will be shared with the [Ohio Digital Network](#) for harvesting by the [Digital Public Library of America](#).

The work will focus on a selected portion of the Frank Buhla Collection, from the [Mahn Center for Archives and Special Collections](#), with that portion consisting of more than 250 items, primarily photographs. The work will involve researching and identifying appropriate subject headings for the photographs and existing item records in the online collection. The Assistant will also write short descriptive summaries to provide additional context.

A successful candidate for this position should be familiar with the history, geography, and culture of Appalachian Ohio, coal mining/extractive industries, and/or have experience in historical subject analysis and metadata creation.

[Buhla](#) was a native of the town of Glouster, located in Appalachian Ohio. Most of the photographs the successful candidate will be working with are industrial images that provide evidence of the towns, coal mines, mills, manufacturing plants, and small businesses that existed in Southeast Ohio in the early 20th century, and the workforce that ran these industries. Images of company town entertainments such as local theater groups and athletic teams are also included. A portion of the collection is currently available online – <https://media.library.ohio.edu/digital/collection/buhla/search> .

See <https://www.ohiouniversityjobs.com/postings/47793> for more information and to apply. Closes Sunday October 15, 2023, midnight.

Pay/Hours: The position pays \$20.00 per hour and will last for 249 hours. The Assistant will work approximately 15 hours per week, not to exceed 28 hours in any one week. Work is planned to be **entirely remote**. **The start date is flexible, with the main grant deliverables due in late March.**

Minimum Qualifications

- Applicant **must be enrolled** in a related **graduate program** (archives, library science, history, public history, social sciences, or other related discipline) in the United States, and authorized to work in the United States.
- Coursework or experience with metadata, cataloging, or archives for understanding core concepts in this work.
- Proficiency with spreadsheets.
- Excellent communication skills, attention to detail, and the ability to work independently and remotely.

Preferred Qualifications

- Subject knowledge of the history, geography, and culture of Appalachian Ohio and coal mining/extractive industries.
- Experience with historical and/or reparative description.
- Experience working with digital collections.

The Assistant will be supervised by Digital Initiatives staff working in collaboration with the Manuscript Archivist.

Contact: Applicants may contact this person if they have questions about this position: **Erin Wilson, Digital Imaging Specialist & Lab Manager**, wilsons5@ohio.edu

Ohio University is proud of its rich history, diverse campuses, international communities, and beautiful Appalachian settings. As part of our ongoing efforts to provide and support a transformative learning experience, we affirm our commitment to fostering a welcoming, respectful, diverse, and inclusive workforce and community. All qualified applicants are encouraged to apply and will receive consideration free from discrimination on the basis of race, color, religion, age, ethnicity, national origin, national ancestry, sex, pregnancy, gender, gender identity or expression, sexual orientation, military service or veteran status, mental or physical disability, or genetic information. Ohio University is an equal access/equal opportunity and affirmative action employer.

Janet Carleton | Digital Initiatives Coordinator | Digital Initiatives | Mahn Center for Archives and Special Collections, Preservation & Digital Initiatives | OHIO University Libraries | Alden 333 | Athens, Ohio | 740.597.2527 | carleton@ohio.edu | <https://media.library.ohio.edu> | she/her/hers

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