



# MISSISSIPPI STATE UNIVERSITY™

## OFFICE OF INCLUSIVE EXCELLENCE

### **Name of Assistantship**

Graduate Assistantship for the Division of Archives & Special Collections

### **Employing Department**

Mississippi State University Libraries

### **Primary Professor Contact Information**

Carrie P. Mastley, Assistant Professor and Curator of Material Culture, [cmastley@library.msstate.edu](mailto:cmastley@library.msstate.edu)

### **Pay & Benefits**

9-month stipend of \$16,500 and 100% exemption of assessed tuition.

### **Preferred Majors**

Special consideration will be given to students who demonstrate an invested interest in pursuing an archival-related career. Students who have a specific skill set, expertise, or background related to the position in question and/or enrollment in a graduate program specifically related to the work required of that GA position (e.g., History, Historic Preservation, and other humanities-related subjects) will also be strongly considered.

### **Work Description**

The Division of Archives & Special Collections at Mississippi State University Libraries is committed to providing students with practical archival work experience. For more information about what an archive is or what an archivist does, please visit <https://www2.archivists.org/about-archives>. Typical duties include: processing archival collections, creating finding aids for collections, designing/curating exhibits, assisting in the management of the reading room desk, assisting in answering reference questions, assisting with archival instruction sessions, stacks/storage maintenance, and more depending on employee interest. Students are also required to participate in weekly meetings to receive training relevant to archival work.

### **Other Helpful Information**

If you are interested in this position, please read the instructions and apply at <https://msstate.libwizard.com/f/ascca2425>.

The Office of Inclusive Excellence is proud to host this database of available assistantships, but does not maintain information about hiring status, search timelines, or any additional information on these positions. For specific questions about the position, please contact the hiring department using the information listed above. For specific questions about admittance to [Graduate School at Mississippi State University](#), please reach out directly to them at the link provided.