

Job Title: Student Archival Assistant

Department: Meek-Eaton Southeastern Regional Black Archives Research Center and Museum

Employment Type: Federal Work-Study

Schedule: Monday–Saturday; part-time, hours flexible within archives operating hours

Reports To: Director of Museum Operations

Position Summary:

The Meek-Eaton Black Archives is seeking detail-oriented and motivated student archival assistants to support the organization, preservation, and accessibility of its archival collections. This Federal Work-Study position provides hands-on experience in archival processing and public service, offering students the opportunity to work directly with primary source materials that document African American history and culture.

Key Responsibilities:

- Assist in the physical and intellectual processing of archival collections, including sorting, rehousing, and labeling materials
 - Create and update **finding aids**, inventories, and collection-level descriptions in accordance with professional standards
 - Staff the **Archives Resources Desk** to assist researchers and monitor reading room use
 - Retrieve and reshelve materials for patrons under staff supervision
 - Support digitization efforts, scanning documents and metadata entry as needed
 - Perform general clerical duties including data entry, photocopying, and filing
 - Maintain confidentiality and handle historical materials with care and respect
 - Follow institutional policies related to collection access, preservation, and visitor interaction
-

Qualifications:

- Must be a currently enrolled FAMU student and eligible for the Federal Work-Study program
 - Strong attention to detail and organizational skills
 - Interest in history, archives, library science, or cultural heritage preferred
 - Ability to follow instructions and work independently on assigned tasks
 - Good communication skills and a customer-service mindset
 - Basic computer skills required; knowledge of Excel or archival software is a plus
-

Working Conditions:

- Work is conducted in a secure, climate-controlled archives environment
 - Tasks may include light lifting, standing, or repetitive motion
 - Must be available to work scheduled shifts between Monday and Saturday
-

How to Apply:

Submit your resume, class schedule, and proof of Federal Work-Study eligibility to blackarchives@famu.edu.