

**Job Title:** Student Digital Humanities Assistant

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

**Employment Type:** Federal Work-Study

**Schedule:** Monday–Friday; part-time, hours flexible within business operations

**Reports To:** Director of Museum Operations

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## **Position Summary:**

The Meek-Eaton Black Archives is seeking creative and tech-savvy student assistants to support digital humanities initiatives. This Federal Work-Study position is ideal for students interested in history, media, technology, and cultural storytelling. Digital Humanities Assistants help to expand access to historical collections by contributing to digital content creation, metadata development, and online exhibition projects.

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## **Key Responsibilities:**

- Assist in digitizing archival materials (scanning, photography, file preparation)
  - Input and organize metadata following established standards
  - Support the development of digital exhibits, timelines, and storytelling tools
  - Research historical context for digital projects and public-facing content
  - Maintain organized digital file structures and backups
  - Assist with updating the museum’s website or digital platforms as needed
  - Collaborate with museum staff on social media, oral history, or podcast projects
  - Ensure digital accessibility and accuracy of information
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## **Qualifications:**

- Must be a currently enrolled FAMU student and eligible for the Federal Work-Study program
  - Basic digital skills required; experience with Google Workspace, Canva, or Adobe Creative Suite a plus
  - Interest in African American history, media, archives, or museum work
  - Strong attention to detail and ability to organize digital content effectively
  - Good communication skills and ability to work collaboratively
  - Willingness to learn new digital tools and platforms
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## **Working Conditions:**

- Work is primarily conducted indoors in a computer-based office or lab setting
  - Tasks may include long periods of screen time and file management
  - Must be available to work consistent hours between Monday and Friday
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## **How to Apply:**

Submit your resume, class schedule, and proof of Federal Work-Study eligibility to:

✉ [blackarchives@famuedu](mailto:blackarchives@famuedu)