

# **Center for Regional Studies 2024-2025 UNM Graduate Fellowship**

## **Reference and Instruction Fellowship**

**Center for Southwest Research and Special Collections (CSWR)**

Zimmerman Library

University of New Mexico

The CSWR specializes in preserving and making accessible historical manuscripts, books, photographs, maps, architectural drawings, recordings, and other library materials relating to New Mexico, the Southwestern U.S., and Latin America. It also houses University Archives, as well as a collection of rare books on various topics from around the world. The reference and instruction fellow will assist the CSWR in reaching our large number of local, national, and international patrons by assisting with instruction and reference requests and outreach. This reference and instruction fellowship will work firsthand to help patrons and researchers with accessing and using CSWR's unique collections on the U.S. Southwest, Mexico, and Latin America, in addition to our Native American collections. This fellowship is rooted in public service and fosters teaching and learning.

### **Duties and Responsibilities**

The fellow will gain a broad range of archival experience—from teaching, outreach, and collection stewardship. The fellow will hold regular reference hours in the Anderson Reading Room; answer reference requests in person, over the phone, or via email; teach archival workshops as requested on working with primary records; update finding guides; write CSWR outreach blogs; and process small collections. The fellow will keep statistics regarding the number of classes/workshops taught and reference requests responded to and deliver a presentation at the Spring Fellows Symposium on projects of the fellowship.

### **Terms of the Award**

The award amount is based on the required minimum salaries set by the most recent collective bargaining agreement and the student's degree level. The fellow will work 20 hours each week during the fall and spring semesters, not including University-wide holidays.

### **Selection Criteria**

- Graduate student in residence at the University of New Mexico with a minimum of 6 credit hours of course work, thesis or dissertation hours which count towards the graduate degree.
- Applicants should be enrolled in a graduate program related to the CSWR's scope of collections.
- Experience teaching or willingness to gain experience teaching to different audiences.

- Familiarity with archival research
- Research and writing skills.
- Good communication, organization, and time management skills

### **Application Packet**

- Letter of application addressing the selection criteria
- One letter of recommendation from someone familiar with the applicants work experience.
- Copy of recent research paper (1-3 pages only)
- Resume/CV

Please email completed application packet to:

[margie@unm.edu](mailto:margie@unm.edu)

Dr. Margie Montañez

Assistant Professor

Curator of Latin American Collections/Interim Director

Center for Southwest Research and Special Collections

**Deadline for receipt of application May 5, 2024**