Center for Regional Studies
2024-2025 UNM Graduate Fellowships

Archival Manuscript Digital Imaging Fellow
Center for Southwest Research & Special Collections
Zimmerman Library
The University of New Mexico

The Archival Manuscript Digital Imaging Fellowship is awarded to a graduate student enrolled at the University of New Mexico to work with manuscript collections from the Spanish Colonial, Mexican and early Territorial periods in New Mexico and Northern Mexico.

The project will involve digital imaging and online portal access including scanning, formatting, OCR, digital file naming, archival file storage, Excel spreadsheet information management, indexing, metadata input and administering projects on UNM Digital Repository and New Mexico Digital Collections. The project may also explore creating transcriptions via crowdsourcing platforms and Handwritten Text Recognition (HTR).

The collections selected for this fellowship project address the social, legal, religious and military history of Spanish Colonial, Mexican and Territorial periods in New Mexico and northern Mexico and are rich for interdisciplinary research topics including regional Native American History, Borderlands History, Geography, Migration and Commerce. Potential users include researchers, students and faculty in the fields of Spanish Language/Linguistic Studies, History, American Studies, Native American Studies, Geography and Social Sciences.

Duties and Responsibilities

The fellow will inventory and organize existing data and descriptive information on spreadsheets, identify documents for scanning and scan, format and save documents according to CSWR standards. The fellow will be responsible for creating metadata and working with supervisor to input onto UNM portals. The fellow will also consult with resources and persons involved with the creation/collection of the materials to acquire background information about the collections. The fellow will research and give a presentation at the end of the fellowship term.

Terms of the Award
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. University-wide holidays are exempted. The fellow is required to give a short research presentation in Spring 2025 relating to the work accomplished during the fellowship.

Selection Criteria

Required:

- 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
- Research and writing skills
- Good communication, organization and time management skills
- Legally authorized to work in the United States
- Familiarity with issues of significance to New Mexico history and culture

Preferred:

- Academic degree or focus on New Mexico history and culture, Spanish language/linguistic studies, Political Science, Chicana(o)/Native American Studies, Women's Studies, Geography, American Studies or related disciplines.
- Ability to read and write Spanish
- Working skills in Spanish paleography
- Working skills using OCR applications
- Ability to scan images and work with metadata and online repositories
- Knowledge of Microsoft office suite including Excel spreadsheets

Application Requirements

- Letter of application specifically addressing the selection criteria
- Two letters of recommendation from individuals familiar with applicant's academic and work experience; letters should include telephone numbers for verification
- Copy of a recent research paper (first 1-3 pages only)
- Applicant's resume/curriculum vitae
- Completed application form

Applications available online at: http://elibrary.unm.edu/cswr/fellowships.php

Request additional information and/or send your completed application packet to:

Samuel Sisneros
Center for Southwest Research, University Libraries
1 Univ. of New Mexico, MSC 05-3020
Albuquerque, NM 87131-0001
505-277-0487
Or email packet material to **ssisne01@unm.edu**

Deadline for receipt of application May 5, 2024

(All fellowship awards pending final budget approval before fall semester)