Special Collections—Institutional Research Fellow

Who We Are
The Special Collections Department at the University of Miami acquires, preserves, and provides access to a wide array of rare books, manuscripts, archival collections, ephemera, and other unusual and unique materials. Special Collections serves as a scholarly resource for students, faculty, and staff of the University of Miami, and local, regional, national, and international scholars and researchers as well as writers, artists, and any community members who find these resources helpful, useful, or inspiring. In fact, the Department encourages use of the collections for exhibitions, staged readings and performative events besides the more traditional research methodologies. Special Collections houses an outstanding array of scholarly resources including collections of rare books, manuscripts, photographs, maps, architectural drawings, prints, broadsides, posters, audio-visual materials, newspapers and journals, and other research materials.

Institutional Research Fellowship
The Institutional Research Fellow (IRF) will gain experience and expertise in areas related to her or his field while also assisting in and forwarding the goals of the Special Collections Department. This position will help Special Collections integrate more fully into the life of the campus by connecting students and faculty to the Department, and vice versa. The IRF will also allow participants to gain substantive and first-hand experience handling and helping to disseminate the primary and secondary research materials within the Collections. The Fellows will have access to rare books, archival materials (some of them unprocessed or under-processed) that could become fodder for articles, dissertations, books, etc.

Under the supervision of one (or more) of the librarians in Special Collections, the IRF’s duties could include one or more of the following:

- Direct engagement with archival materials through a processing or re-processing project, which will include creating finding aids and catalog records;
- Participating in instructional sessions pertaining to the collections with which they are engaged;
• Assisting with the creation of exhibits both physical and virtual, including the research and selection of items to be exhibited, writing of labels and copy, and assisting with publicity and event planning;
• Assisting/advising in the creation and improvement of the Departmental website as it pertains to the candidate’s main project;
• Creating bibliographic guides to book collections, or possible catalogs that highlight collecting areas (i.e. the Counterculture Collection, the Jackie Gleason Collection, etc.);
• Participate in departmental meetings to discuss projects, collection development, digitization programs, etc.

Required Qualifications

• Doctoral student currently enrolled at the University of Miami;
• Demonstrated research and writing skills;
• Excellent communication and interpersonal skills;
• Creativity, curiosity, adaptability, and flexibility, as well as an interest in and a desire to participate as fully as possible in the operations of the Department, its goals, and the work of librarians, curators, and staff.