



## Manuscripts and Archives Management Fall / Spring 2020 - 2021

The Manuscripts and Archives Management department at the [University of Miami Libraries](http://library.miami.edu) is pleased to announce that they will offer a UGrow fellowship to a University of Miami graduate student who has been recommended by his or her faculty advisors.

The opportunity will provide:

- Learning valuable primary research skills, including the arrangement and description of manuscripts and archival collections.
- Acquiring knowledge of library work, with an emphasis on Distinctive Collections ([Cuban Heritage Collection](#), [Special Collections](#) & [University Archives](#)).
- Extensive research with primary source materials.
- Scholarly experience for academic and other types of careers (i.e. high school teaching, government NGOs, arts professions, and of course library and archival career)

We will strive to match applicants' interests with departmental needs. Applicants will have access to the Distinctive Collections rich holdings in Caribbean, Latin American, Florida History, and a variety of other subjects. The Fellow will work primarily on archival processing, research and writing biographical and historical contextual information supporting the UM Libraries participation in the [Social Network and Archival Context \(SNAC\)](#) Project. Additional work may support compiling bibliographic resources, preparation of a library exhibit (physical or virtual), and other special projects.

The Fellow will work in the Otto G. Richter Library 15 hours per week, from Monday to Friday, between 9:00 am and 5:00 pm.

The Fellow will benefit from the knowledge and expertise of Distinctive Collections staff and will be invited to participate in the daily life of the departments, attending departmental meetings and when desired participating in the planning of events pertinent to their areas of interest. They will be part of a friendly, outgoing, and helpful team of people and as such contribute new ideas and initiatives to the department's daily activities.

### Contact Information:

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