Position: Graduate Assistant

Department: Manuscripts, Special Collections, Mitchell Memorial Library

Term: Summer 2022 ONLY

Supervisor: Coordinator of Manuscripts

Pay: 680/month plus in-state tuition

Hours: 20 hours per week

Grant funded: yes

Remote work: No

Funding Agency: NHPRC

Name of Project: The Lantern Project

The Manuscripts Division of Special Collections Department in Mitchell Memorial Library seeks a qualified individual to participate in the Lantern Project, a multi-state and multi-institution NHPRC funded initiative to identify, digitize and transcribe legal records of enslaved persons found in Manuscript collections at Mississippi State University, the University of Mississippi, Delta State, Historic Natchez Foundation, Columbus-Lowndes Public Library, and the Montgomery County Archives (Alabama). The person in the position will perform the following tasks:

* Transcribe digitized material using guidelines provided by the Coordinator of Manuscripts
* Generate metadata for scanned images using guidelines provided by the Coordinator of Manuscripts and the Metadata Libarian

Required qualifications:

* **Enrolled in a degree program in the humanities** and eligible for a graduate assistantship
* Experience with MS Office suite (Word and Excel)

Preferred qualifications

* Experience with digital projects
* Interest in history of enslaved persons in Mississippi and the SouthEast
* Experience working in a museum or archives

To apply: Please submit the **MSU Graduate Assistantship application, resume, and a 1 page letter of interest** to Jennifer McGillan, [jmcgillan@library.msstate.edu](mailto:jmcgillan@library.msstate.edu) by April 25. 2022. INCOMPLETE APPLICATIONS WILL NOT BE CONSIDERED.