**Undergraduate Digital Archivist at ICRES (Institute on Critical Race and Ethnic Studies)**

About the Institute on Critical Race and Ethnic Studies (ICRES)

Our mission is to engage in research, teaching, learning, and transformative action grounded in anti-racism, anti-sexism, and anti-colonialism. We are an intellectual home for research that is grounded in the epistemologies and histories of Black, Indigenous and People of Color in the United States. Our work centers and implements frameworks, experiences, and perspectives of communities of color in relationship to the world-wide struggles for rights and liberation.

We are a laboratory and an intellectual space for faculty and students to contemplate the role of Critical Race and Ethnic Studies in various fields, and vice versa, along with the role of Critical Race Theory and Ethnic Studies in transforming the US academy including its extension in K-12 education. The Institute fosters rigorous theory-based and experiential learning and inquiry in core areas of education and health. Our intellectual commitments are poised to advance the translation of knowledge to inform policy and practice, made possible by strong external partnerships.

The Institute was developed through conversations between student leaders from the Black Student Union and Latino Student Alliance and faculty around the need to center the scholarship and experiences of students and faculty of color.

Lehigh Student Activism Archive Project Summary

The LEHIGH STUDENT ACTIVISM ARCHIVE is multi-part project created by student activist and co-founder of the Institute on Critical Race and Ethnic Studies, Kevelis Matthews-Alvarado. The student activism archive project includes a timeline of counter stories which tells the history of the university from the perspective of marginalized students, as well as a curated digital collection of photographs, flyers, student newspaper articles, student demands, blogs, and other documents pertaining to student activism at Lehigh University. Additionally, the ARTCHIVE, is a subcollection within the student activism archive meant to underscore the legacy of student-artivism at Lehigh University. Ultimately, the LEHIGH STUDENT ACTIVISM ARCHIVE project is foundational part of the Institute, as the initial proposal for ICRES was produced as the result of student activism, student-led demonstrations, and student-faculty collaboration.

Project Description

ICRES is looking to hire an undergraduate digital archivist who will assist in the development and growth of the student activism archive project. Under appropriate supervision, the UG digital archivist will work with a small team to perform a variety of archiving, research, and administrative duties, in support of the management of the LEHIGH STUDENT ACTIVISM ARCHIVE project (and its’ corresponding collections).

Experience/Familiarity with Microsoft Excel is a plus, but training will be provided.

Responsibilities:

* Processing (i.e., arranging, organizing, describing, cataloguing, and preserving) different digital files
* Researching the historical context of collections and their creators
* Organizing and rehousing collections; analyzing documents for topical content to correctly describe individual documents; identifying sensitive material
* identifying appropriate information from digital files to create metadata in excel spreadsheet, as well as writing brief descriptions for archival materials

Projected Time Commitment

~8-10 hours per week

Pay

~Wage: $12.50/hour

To Apply:

Send resume and cover letter to [kym220@lehigh.edu](mailto:kym220@lehigh.edu)

Application Deadline: March 13, 2022

See handshake listing [here](https://lehigh.joinhandshake.com/stu/postings?page=1&per_page=25&sort_direction=desc&sort_column=default&query=digital%20archivist&job.job_types%5B%5D=6).