



60 West Walton Street Chicago, Illinois 60610-7324 (312) 943-9090

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## JOB POSTING

**TITLE:** Graduate Research Assistant  
**DEPARTMENT:** D'Arcy McNickle Center for American Indian and Indigenous Studies

**SUMMARY:** The Newberry Library's D'Arcy McNickle Center for American Indian and Indigenous Studies seeks a graduate student to assist with archival research as part of its current "[Collaborating with Tribal Communities to Enable Access to Indigenous Collections](#)" grant project. The incumbent will help to identify collection materials relevant to tribal partners collaborating in the grant, assist with increasing searchability of Newberry collections by Indigenous researchers, and help ensure that Indigenous collection materials are respectfully represented in the collection.

**RESPONSIBILITIES:** The Graduate Research Assistant will contribute to research activities within the grant project, including:

- Identifying relevant Newberry materials using the search parameters provided by partner communities (i.e. language-related materials, historic maps, photographs, etc.);
- Suggesting Library of Congress Subject Heading (LCSH) additions to specific catalog entries to increase searchability of Indigenous studies collections;
- Identifying materials that may require flagging or tribal consultation under the library's [Culturally Sensitive Materials Policy](#);
- Flagging culturally offensive language in catalog entries, finding aids, and digital metadata;
- Other duties related to the grant project as assigned by the Director of the D'Arcy McNickle Center for American Indian and Indigenous Studies.

**QUALIFICATIONS:** Applicants must be currently enrolled in a PhD graduate program, preferably in a humanities field related to Indigenous Studies. However, candidates with equivalent archival research experience will be considered.

**SCHEDULE:** This is a part-time, non-exempt position that will begin no later than September 2021. The incumbent will work no more than 20 hours per week for at least one academic semester (September 2021 – December 2021) or potentially the entire academic year (September 2021 – August 2022). With occasional exceptions, the incumbent will primarily work at the library.

**BENEFITS:** This position is ineligible for health benefits.

**TO APPLY:** Interested candidates should email a cover letter and CV to [jobs@newberry.org](mailto:jobs@newberry.org). Applications sent without both items will not be considered. Please, no phone calls. Applications will be reviewed on a rolling basis and will be accepted until this position is filled, with priority given to those first received.

Please visit our website at [www.newberry.org](http://www.newberry.org).  
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*The Newberry's commitment to diversity, equity, and inclusion is essential to our mission: providing free and open access to a collection spanning more than six centuries; building and sustaining communities of learning; advancing and disseminating knowledge; and acquiring and preserving materials that represent a range of perspectives and experiences—including those that historically have been underappreciated, marginalized, or silenced. As a civic institution that values the free exchange of ideas, it is the Newberry's duty to ensure that attention to diversity, equity, and inclusion informs all that we do, internally and externally. This is an urgent priority for the staff and board of trustees as we shape our institution and outreach.*

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