



FIND YOUR MUSE®

# Student Research Assistant Position

The Museum of Boulder (“Muse”) seeks undergraduate and graduate students to assist in researching and collecting material for a forthcoming exhibit tentatively titled *Proclaiming Colorado’s Black History* (“PCBH”). The planned exhibit will run at the Museum of Boulder from Fall 2023 - Fall 2025.

## Duties and Responsibilities

- Work under the direction of a Muse-affiliated supervisor.
- Assist in the gathering of data related to projects assigned, which may include but is not limited to conducting Internet research, conducting oral history interviews, and pulling, organizing, and/or entering data.
- Assist in the preparation of reports on project research.

## Required Qualifications:

- An undergraduate or graduate student at an accredited institution of higher education in Colorado.
- Attention to detail.
- Have regular access to the Internet.
- Proficiency in email communication.
- Proficiency in using electronic databases of digitized materials.

## Preferred Qualifications:

- Previous electronic research experience.
- Previous archival research experience.
- Previous oral history experience.
- Proficiency with Microsoft products (especially Excel and Word).
- Proficiency with Google products (especially Drive, Documents, and Spreadsheets).
- Proficiency with file sharing applications like Dropbox and/or WeTransfer.
- Strong written and verbal communication skills.
- Demonstrated interest in Black history.
- Previous research experience with historical newspapers.



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**Work Hour Requirement:** 5 hours/week, or 60 hours, per semester. Student researchers may be eligible to work additional semesters.

**Compensation:** \$1,200 per semester. The Muse will also provide support to present at a conference of your choice, selecting between the American Association for State and Local History, the Colorado-Wyoming Association of Museums, and the Mountain-Plains Association of Museums, or contribute the sponsored amount toward attending the American Alliance of Museums conference.

To apply, please submit the following:

1. Resume or Curriculum Vitae.
2. Indicate your general availability of this position, and the days of the week and times that you will be able to work.
3. A short statement (no more than 250 words) of why you are a great candidate for this position.

Please use [this form](https://tinyurl.com/v4esadrr) (<https://tinyurl.com/v4esadrr>) to submit a brief cover letter and resume to Emily Zinn, Director of Education, Museum of Boulder, by January 6, 2022.

Questions? Please contact Adrian Miller, PCBH project co-director, [soulfoodscholar@gmail.com](mailto:soulfoodscholar@gmail.com).