



Position: WLA Graduate Student Worker, Academic Year 2026-2027

Department: Women and Leadership Archives

Duties and Responsibilities

Regular

- Rehousing materials, collections care, and basic inventories of collections
- Regularly attending meetings and check-ins with supervisor
- Stacks maintenance, including retrieving requested materials and shelf inventories
- Assisting with special events including preparation, promotion, and staffing
- Providing assistance for class visits, including preparing materials and ensuring compliance of safe handling guidelines
- Scanning materials on demand for researchers
- Conducting research for remote researchers
- Assisting with operational tasks such as answering the WLA phone and tracking requests
- Assisting with content creation for social media
- Back-up to assisting onsite researchers, including introducing Reading Room rules, completing forms, and answering questions

As Needed

- Assisting with photo displays/exhibits
- Conducting historical/building tours
- Creating metadata and digitizing select materials
- Tracking content for Archive-It
- Working on special projects, including oral histories
- Transcribing text and audio files
- Writing a blog post on an approved topic for the WLA blog
- Volunteering at University Libraries' events
- Retrieval and drop-off of items on Lake Shore Campus (such as mail, supplies, etc.)
- Other duties as assigned

Requirements

Successful candidates should demonstrate professionalism and maturity, adaptability to learning new skills, superior writing and communication skills, the ability to stay organized and manage multiple deadlines, attention to detail, and legible handwriting. Candidates should be capable of working both independently and in a team, following verbal and written instructions, and executing tasks with minimal supervision.



Working Hours

Candidates must be available to work 16 to 19.5 hours a week, without exceeding the Loyola-mandated maximum (19.5 hours), inclusive of all Loyola employment. Shifts are on a fixed schedule, typically between 9:00am-4:30pm Monday-Thursday, and occur in person at the Women and Leadership Archives in Piper Hall on the Lake Shore Campus. Graduate student workers may occasionally be asked to work evenings or weekends for class visits or special events. Graduate student workers are expected to work during the annual Mundelein College Reunion, typically the third weekend of September.

Pay: \$25/hourly

Eligibility

The WLA typically employs two graduate student workers during the academic year. Graduate student worker positions are open to current and prospective Loyola students in a PhD or master's-level program, including Accelerated Masters Pathway (AMP) students. AMP students must be in year four or five of their program and be enrolled in graduate level coursework by the time they have started at the WLA.

Historically, candidates have come from public history, history, digital humanities, and women's studies. However, those studying other disciplines are encouraged to apply. Previous experience in archives is not required, but potential applicants should be able to demonstrate a commitment to the work outlined under "Duties and Responsibilities".

To Apply

Applicants must send a cover letter, resume, and one letter of recommendation from a faculty member (Loyola faculty preferred, if applicable) or a current/previous employer. Submit application materials to WLArchives@luc.edu. Candidates will only be considered when all materials have been submitted.

Review of applications will begin on March 1, 2026, and will continue until the position is filled. Apply by April 15, 2026, for first consideration.

Offers are for the Fall 2026 semester. Extension for the Spring semester is contingent based on performance. If funding is available, existing graduate student workers might be invited to work in May-June 2027.

For more information or to apply, please contact us at WLArchives@luc.edu.

About the Women and Leadership Archives

Established in 1994, the Women and Leadership Archives (WLA) collects, preserves, and makes available permanently valuable records of women and women's organizations, which document women's lives, roles, and contributions. The WLA is located in Piper Hall on the Lake Shore Campus of Loyola University Chicago. Learn more at luc.edu/wla.