

Job Shadowing Experience

The purpose of the job shadow experience is to introduce the student to the major parts of archival work, give them some opportunity for brief hands-on experience, and to expose the student to various career pathways through 1:1 conversation with team members. Ultimately, we want the student to be able to visualize what working in the career can look like.

Total Estimated Time: 4.5 hours

- a. Meet the Team – introductions & overview (10 AM: 10 minutes)**
 - a. Everyone introduces themselves and briefly describes their position and responsibilities
 - i. Staff shares specific degrees and background, with opportunity to talk schooling, training, etc. more during 1:1 sessions
 - b. Student introduces themselves and their background/interests
- b. Tour of the facilities (10:10 AM: 30-45 minutes)**
 - a. With some emphasis on the more technical bits of the spaces, like how collections are organized, considerations and challenges of storing materials, etc. along with the show & tell of the fun stuff in the collection
- c. Appraisal and accessioning (11 AM: 30 minutes)**
 - a. Overview of how we evaluate incoming donations and materials
 - b. Potential for student to assist with a current project or at least given a glimpse of it
- d. Processing physical collections (11:30 AM: 45-60 minutes)**
 - a. Overview of what processing is, goals of processing, and how to approach organizing collections
 - b. Student will spend some time working hands-on in a collection that is currently being processed
- e. LUNCH BREAK (12:30 PM: 30 minutes)**
 - a. Schedules permitting, this can be a team lunch (sack lunches)
 - b. Student has access to a refrigerator & microwave
- f. Digital records (1:00 PM: 30 minutes)**
 - a. Show Archive-It (saving website material) and discuss processing born-digital materials
- g. Digital UNC (1:30 PM: 10-15 minutes)**
 - a. Show process of uploading materials and determining metadata for our online collections
- h. Reference & exhibits (1:45 PM: 15-30 minutes)**
 - a. Give an overview of the types of reference requests we get and how we try to assist researchers
 - b. Discuss process for creating archival exhibits, show any in progress exhibit work
- i. Final wrap-up (2:15 PM)**
 - a. Chance for student to ask any final questions, or re-visit with any team member they would like to speak to again
 - b. Give student an archives magnet/button
 - c. Email follow-up survey & list of professional resources