

Job Title	AFWS Summer 2026 - Office of Digital Research and Scholarship Assistant (Multiple), FSU Libraries
Job ID	62501
Location	Tallahassee, FL
Regular/Temporary	Temporary

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Department

[FSU Libraries](#)

Responsibilities

- Transcribe archival materials, including handwritten and typed documents, with close attention to accuracy and consistency
- Help research and document copyright status of archival materials
- Contact alumni, donors, or rights holders (using prepared templates) to request copyright permissions
- Track permissions, correspondence, and documentation in shared project files

Qualifications

- Strong attention to detail and organizational skills
- Clear written communication skills
- Comfort working with historical documents or willingness to learn
- Interest in archives, archaeology, digital humanities, or cultural heritage
- Reliability and ability to work independently after training

Helpful

- This is a paid work-study position. Training will be provided; no prior archival or copyright experience is required.
- \$16/hour

Contact Info

Aaron Rodriguez, Digital Humanities Librarian
arodriguez12@fsu.edu

How To Apply

If you have been awarded and have accepted an offer for Federal Work Study, you are eligible to apply for Federal Work Study positions. If interested in this Federal Work Study job opening, click 'Apply for Job' to begin the application process.

Equal Employment Opportunity

FSU is an Equal Employment Opportunity Employer.

Considerations

Based on the duties, this position may require completion of a [criminal history background check](#).

Work Study Schedule

Schedule is flexible weekdays between 8am-5pm

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