Opportunity Title: Librarian/Archivist - Postgraduate
Opportunity Reference Code: NEDU-2022-0001

Organization	U.S. Department of Defense (DOD)
Reference Code	NEDU-2022-0001
How to Apply	Click on *APPLY* now to start your application.

Description The U.S. Navy Experimental Diving Unit (NEDU) is located in Panama City, Florida. NEDU's mission is to conduct manned, unmanned, and biomedical research. Research includes developing, testing, diving, and evaluating hyperbaric conditions, life support technologies, and submersible systems. In addition, NEDU ensures all diving equipment and procedures meet the safety standards and operational requirements to expand the U.S. Navy's advantage during any undersea military operation. NEDU is equipped with the United State's largest research hyperbaric chamber complex for wet and dry hyperbaric/diving operations, a 55,000 gallon test pool, state-of-the-art physiological research facilities, and the CAPT Edward T. Flynn, Jr. Science Library. For further information, please visit https://www.navsea.navy.mil/Home/SUPSALV/NEDU/

What will I be doing?

The Navy Experimental Diving Unit (NEDU) is seeking recent graduates, including early and second career librarians, interested in processing an archival collection from cradle to grave. The CAPT Edward T. Flynn, Jr. Archive is a collection consisting of articles, reports, books, and papers that represent a 52 year career in U.S. Navy diving and medicine research. The goal of this project is make important research material in the field of hyperbaric medicine and diving discoverable for researchers at NEDU and beyond. The archive is in accession stage. The primary objective is to process and describe the archive using DACS. Additionally, once the material is processed and described it will be added to a digital repository. Under the guidance of a mentor, you will participate in a one-year fellowship that fosters the development of archiving project management, archive processing and description, communication and promotion of archives, collaboration, digital collection management, and leadership.

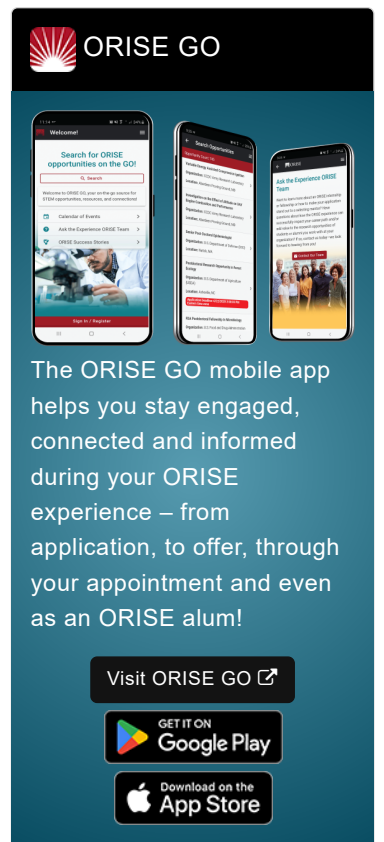**As a participant you will gain experience in:**

- Process archival material
- Describe an archive
- Create metadata based on DCMI
- Work with digital creation hardware and software
- Collaborate with library staff and researchers
- Participate in communities of practice with other Navy Librarians
- Develop archiving assessment and recommendation skills
- Attend virtual lectures and training
- Contribute to or publish scholarly communications about the archive and project

Why should I apply?

This internship provides the opportunity to independently utilize your skills and engage with experts in innovative ideas to move the proposed
research forward. There are multiple opportunities available to engage in your applied research and evaluation interests.

What is the anticipated start date?

NEDU is ready to make an appointment immediately. Exact start date will be determined at the time of selection and in coordination with the

selected candidate.

What is the length of the appointment?

This ORISE appointment is full-time twelve month duration. Appointments may be extended depending on funding availability, project
assignment, program rules, and availability of the participant.

What are the benefits?

You will receive a stipend to be determined by NEDU. Stipends are typically based on the participant's academic standing, discipline, experience, and research facility location. Other benefits may include the following:

- Health Insurance Supplement. *Participants are eligible to purchase health insurance through ORISE.*
- Relocation Allowance
- Training and Travel Allowance

Nature of Appointment

You will not enter into an employee/employer relationship with ORISE, ORAU, DOD, or any other office or agency. Instead, the participant will be affiliated with ORISE for the administration of the appointment through the ORISE appointment letter and Terms of Appointment.

Qualifications

- Hold United States Citizenship
- Be at least 21 years old
- Have earned an American Library Association (ALA) accredited master's degree within the previous five years, or currently pursuing and will graduate near the appointment start date.
- Obtain and maintain a SECRET security clearance

Preferred candidates should:

- Have experience working in a library or archives
- Have experience processing and describing archival material
- Have completed a SAA or ACA certificate program
- Be familiar with Microsoft Office applications
- Be familiar with DACS and DCMI

A complete application consists of:

- Zintellect profile
- Essay Questions - The application includes questions specific to the opportunity.
- Academic Records - For this opportunity, an official transcript or copy of the student academic records printed by the applicant or by academic advisors from internal institution systems may be submitted.
- Current Resume/CV
- One (1) Recommendation - Applicants are required to provide contact information for at least one recommendation. You are encouraged to request a recommendation from a professional who can speak to your

abilities and potential for success as well as your scientific capabilities and personal characteristics. Recommendation requests must be sent through the Zintellect application system. Recommenders will be asked to complete a recommendation in Zintellect. Letters of recommendation submitted via email will not be accepted.

Submitted documents must have all social security numbers, student identification numbers, and/or dates of birth removed (blanked out, blackened out, made illegible, etc.) prior to uploading into the application system. All documents must be in English or include an official English translation. If you have questions, send an email to navy@orise.orau.gov. Please list the reference code of this opportunity in the subject line of the email. Please understand that ORISE does not review applications or select applicants; selections are made by the sponsoring agency identified on this opportunity. All application materials should be submitted via the "Apply" button at the bottom of this opportunity listing. Please do not send application materials to the email address above.

Connect with ORISE...on the GO! Download the new ORISE GO mobile app in the Apple App Store or Google Play Store to help you stay engaged, connected, and informed during your ORISE experience and beyond!

Eligibility Requirements

- **Citizenship:** U.S. Citizen Only
- **Degree:** Master's Degree or Doctoral Degree received within the last 60 months or anticipated to be received by 8/31/2022 12:00:00 AM.
- **Overall GPA:** 3.50
- **Discipline(s):**
  - **Computer, Information, and Data Sciences** (1 👁)
  - **Other Non-Science & Engineering** (2 👁)
  - **Social and Behavioral Sciences** (1 👁)
- **Age:** Must be 18 years of age
- **Veteran Status:** Veterans Preference, degree received within the last 120 month(s).