

Stevan Bryan Colvin

EDUCATION

M.L.I.S., Archives and Information Science, University of Pittsburgh, Pittsburgh, PA, August 2016

M.A., History, Indiana University of Pennsylvania, Indiana, PA, Spring 2015

B.A., History and Political Science, Seton Hill University, Greensburg, PA, Spring 2013

EXPERIENCE

Archivist/Lecturer, Mercyhurst University, Erie, PA May 2018-Present

- Head of the University and Thomas Ridge Archives.
- Instructor for introduction to archives course.
- Created mission statement, collection, and access policies.
- Responsible for reference and processing of university and Ridge collections
- Architect of archival digitization plan and online database.
 - First step Meriad, all 1300 issues online.
 - Archives.mercyhurst.edu
- Creator of archival website.
 - Library.mercyhurst.edu/archives
- Creator of Finding Aids and Encoded Archival Description (EAD) using most recent archival standards and archivesspace.
- Head of archives committee.
- Manager of archival student employees (created evaluation form for students).

Archivist, St. Vincent College, Latrobe, PA December 2016-November 2017

- Responsible for reference and processing collections in the McCarl Coverlet Gallery.
- Completed over 100 linear feet of collections and 14,000 documents
- Digitized over 10,000 slides
- Performed appraisal, arrangement, description and digitization of the collection.
- Author of Finding Aid and EAD using most recent archival standards and archivesspace.
 - Link to Finding aids <http://mccarlgallery.org/research/>
- Created online database for Anderson/Hawthorne and Adrosko collections.

Adjunct Professor, Seton Hill University, Greensburg, PA

August 2016- May 2018

- Lecturer on topics in history from the beginning of civilization to present day.
- Detailed course plans
- Grading
- Advising of seven students
- Online instructor for Western Cultures
- Created online format and course plans for Western Cultures for the entire university

Archivist, Archives Service Center, Pittsburgh, PA

September 2015-August 2016

- Responsible for reference and processing collections in Industrial Society and University Archives
- Performed collection appraisal, arrangement and description, rehousing, and creating finding aids in Archivist Tool Kit.
- Completed 193 liner feet collect of Erroll Garner and Martha Glaser collection.
 - Link to finding aid: <http://digital.library.pitt.edu/cgi-bin/f/findaid/findaid-idx?c=ascead;cc=ascead;q1=Erroll%20Garner;rgn=main;view=text;didno=US-PPiU-ais201509>

Graduate Research Assistant, Indiana University of Pennsylvania, Indiana, PA

August 2014-May 2015

- Assisted professor with publication research on 19th century convent letters
- Digitized and transcribed letters written by mother superior of Maryland convent.
- Analyzing the letters to see how the convent viewed slavery.

Judge, History Day

March 2014 and March 2015.

- The National History Day competition between middle and high school students that compete to make it to the National Stage in Washington D.C.
- Judge for 2014 and 2015 History Day regional competition in western Pennsylvania, in research project category and research papers category.

Sales Associate, JcPenny, Indiana Mall, Indiana PA

August 2013- July 2015

- Leader-on-Duty floor manager responsible for opening the store and closing and keeping track of money.
- Provided escalated customer service and problem solving to all departments.
- Trained all incoming new associates

Intern, Seton Hill University Archives

January 2011-May 2013.

- Manuscript material conservation and restoration.
- Organize accession of retiring Seton Hill President's papers
- Author finding aid for President's papers.

Intern, Greensburg Court House

January 2012-May 2012.

- Volunteered for a Judge on his re-election campaign.
- Researched varying organizations within the community and created a list of these groups with key contact names and phone numbers
- Attend meetings with community group leaders and took notes.
- Helped organized campaign events.
- Make phone calls to voters to convince them to vote.

TECHNOLOGY SKILLS

Finding Aid creation software: Archives Toolkit, Archivesspace, and Past Perfect.

Coding Languages and software: HTML, CSS, Java Script, Oxygen, Note Pad++, and Encoded Archival Description

Database: Libapps, Minzy and OCLC Connections

Applications: Microsoft Word, Microsoft Excel, Microsoft PowerPoint, Microsoft Outlook, Pages, Keynote, Numbers.

PROFESSIONAL SERVICE

Archives Committee, **Mercyhurst University**

Wayside Marker Committee, **Mercyhurst University**

Middle States, **Seton Hill University**

Centennial Committee, **Seton Hill University**

AWARDS AND HONORS

The Pearl C. Chew Memorial Endowment Scholarship: for outstanding academic record and a vital interest in the study of History. **2011, Seton Hill University**

Highest Merit in Political Science: Awarded to students with a 3.5 GPA or higher. **2011, Seton Hill University GPA 3.74**

History Senior Award: Given to a senior student who demonstrated consistent and outstanding achievement during four years at Seton Hill University. **2012, Seton Hill University**

National Honor Society Alpha Sigma Lambda. **2014, Indiana University of Pennsylvania**