



Position

Archives Intern

Summary Description

Internship is available to students pursuing a library science degree with a concentration in archival studies/preservation. A background in or interest in women's history is a plus.

Essential Duties

- Learning proper document handling and care.
- Assisting with assessment and organization of documents.
- Performing basic processing and re-housing of materials.
- Creation of finding aids.
- Movement of boxed materials.
- Digitization of archival materials.

Minimum Qualifications

The applicant should have a strong interest in or have obtained some previous archival experience, including a familiarity with basic processing and developing finding aids. The applicant must be meticulous, detailed, and organized. They must be able to work well independently and with a group. Must be able to lift 25 lbs.

Internship Duration

Fall Semester 2011 (September–December 2011); Spring Semester (January–May 2011).

How to Apply

Interested applicants should submit their cover letter, resume and information regarding availability, to:

aauwjobs@aauw.org

Please put **Archive Internship** in the subject line.

No phone calls please.