

## Center for Migration Studies Archives Intern

Through its Archives, the Center for Migration Studies provides vital information to researchers pursuing topics ranging from the experience of immigrants to the forces shaping the environment in which immigration takes place. Consisting of over 100 collections, the CMS Archives documents the immigrant experience from the mid-19th to the 21st century, in many communities in the eastern half of North America, from the Quebec province of Canada to Venezuela.

The CMS Archives Intern will primarily assist the Archivist.

### Responsibilities

Tasks include, but are not limited to:

- \* Digitizing print collections
- \* Processing and cataloging collections using Archivist's Toolkit
- \* Creating finding aids
- \* Gathering content and preparing collections for website
  - \* Consult the Library of Congress authorities website to identify tags for collections
- \* Contributing to the "From the Archives" series
- \* Provide any additional assistance as tasked by the Archivist, Communications Coordinator and researchers

### Qualifications

Candidates must be enrolled in or have recently completed an undergraduate or graduate studies program and must be available on Fridays during the fall semester. Potential candidates must be detail oriented and have excellent written and spoken communication skills, outstanding organizational skills and the ability to work independently. Ideal candidates should also be passionate about migration, refugee, and population issues and/or about archives and records management. Experience with Archivist's Toolkit is preferred but not necessary.

Internships are unpaid, but academic credit may be available.

### How to Apply:

Please send a resume, cover letter, and writing sample (no more than 5 pages) by November 23, 2015 to Daniela Alulema, Administrative Coordinator, at [dalulema@cmsny.org](mailto:dalulema@cmsny.org)<<mailto:dalulema@cmsny.org>>. Please include "Archives Intern" in the subject line.