

Anti-Defamation League

PRIMARY FUNCTION:

Archiving assistance

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Primary:

Responsible for indexing ADL documents to professional standards.
Responsible for efficient arrangement of documents in preparation for storage

SUPERVISION:

Supervision by professional archivist.
This position does not supervise others.

QUALIFICATIONS:

Skills:

Proficiency with use of office applications, especially Excel
Accuracy in creating consistent indexing essential
Excellent communication skills and ability to work as part of a team.
Work Experience:

Other similar internship experience helpful.
Experience with document indexing and/or cataloging
Education:

MLS (Master's degree in library science) candidate or recent graduate
Graduate course work in archiving or cataloging

To Apply: Send Resume and Cover letter to mbenjamin@adl.org