

Internship Announcement



Re: MLIS Student Internship
Attn: Graduate Students of Library & Information Science

Date: November 21, 2016
Contact: Kate Flinner, kflinner@newknowledge.org

New Knowledge Organization Ltd. is seeking a MLIS intern for the 2017 spring semester. The intern will serve NewKnowledge as the team's information specialist, with a focus on data management and library research. This position's are similar to those of an academic librarian, but embedded in social science research, along with managing institutional information repositories. The intern will work closely with the NewKnowledge team on various research and evaluation projects, and also independently on institutional projects. This is an excellent opportunity for students interested in studying informal education and writing scholarly articles. Daily activities and long-term tasks may include:

Information Management & Institutional Repository

- Use a wide range of social science databases to retrieve scholarly articles in multidisciplinary fields, and provide general reference support to research staff including web searches, compiling of bibliographies, and research assistance;
- Identify and pursue open access publishing opportunities;
- Contribute to data management (e.g., establish data management protocols for new projects with project managers and other staff);
- Improve data management practices (e.g., promote efficiency and accuracy);
- Manage and track reports and publications, including record keeping, producing metadata, and dissemination; and
- Document and track copyright status of data, reports, and other materials.

The intern will also be responsible for a special project of mutual choice, which may include:

- Identify an external repository for NewKnowledge's data collections (especially qualitative);
- Develop a "portfolio" of NewKnowledge's most representative work that can be used when approaching potential stakeholders;
- Developing a repository system for proceedings of conferences attended by NewKnowledge staff; or
- Communicating with NewKnowledge staff about information sources available to them.

The information and records management intern is also expected to help program staff as needed. This may include: data entry and analysis, managing communications with project participants, proofreading, drafting literature reviews or reports, transcribing audio recordings, and managing website updates.

The preferred candidate for this internship will have excellent organizational and time management skills, as well as excellent search skills using electronic sources, with focus on academic databases and open access sources such as data.gov. A strong understanding of electronic records and information management is needed for this position. We recommend that students applying have completed courses in Information Sources and Service (i.e., advanced training in searching scholarly databases and other reference sources), as well as Records Management (i.e., training in contemporary approaches to records and information lifecycles) prior to this internship. Alternatively, candidates may be enrolled in these courses at the time of the internship.

ABOUT NEWKNOWLEDGE

NewKnowledge is a non-profit, social science think tank based in New York City that partners with agents of change to understand societal issues and develop solutions. Our work aims to expand programs in ways that increase social knowledge, positive lived experiences, and ecological harmony. We pursue an understanding of our society's grand challenges – in the four areas of wellness, media, cultural growth, and the biosphere – through social scientific research and evaluation. Projects range from small evaluation projects that assess programs to the development of evaluation strategies for organizations like the American Library Association.

Interested? Email your résumé and a cover letter to Kate Flinner, kflinner@newknowledge.org.