

The Association of American Medical Colleges

The Association of American Medical Colleges (AAMC) is seeking an Archival Intern for the summer of 2017. The AAMC Reference Center and Mary H. Littlemeyer Archives is a service to AAMC staff and members of the public. Reference Center staff provide reference, research, and access to current and historical collections in order to assist in leading the academic medicine community to improve the health of all. Our Archives collection acquires and provides access to documentation of the Association: its origin, development, policies, and activities.

This is a full-time archival internship. The intern will create a collection and related metadata , and upload documents in the Government Relations Testimony MS SharePoint Library (1970-2004) into the CONTENTdm digital asset management system (DAMS). If there is time, the intern will scan and add the small number of pre-1970 testimony documents and then scan and add the large number of testimony documents from 2004 thru 2017 to the DAMS.

Responsibilities:

This project involves creating a collection in our CONTENTdm DAMS, uploading documents and creating metadata for the documents. If there is time, the intern will also scan, upload, and create metadata for documents not already included in the current MS SharePoint library.

The intern will learn how to use a DAMS including creating a collection, uploading documents, and creating metadata. DAMS are widely used in archival repositories, so these are important basic skills to learn. The intern will also gain experience scanning documents, another basic skill very useful to archival studies. Through this internship, the incumbent will also learn how a special library and archives works. Direct supervision will be provided by a certified archivist.

Qualifications:

Attention to detail and good verbal and written skills are required. We are seeking a student enrolled in a library science/archives or history graduate program with experience working with DAMS and digital objects. Some archival coursework or experience is preferred.

The Association of American Medical Colleges (AAMC) is an Equal Opportunity/Affirmative Action Employer. The AAMC is committed to the policy of an equal employment opportunity in recruitment, hiring, career advancement, and all other personnel practices. The AAMC will not discriminate on the basis of race, color, sex, national origin, religion, age, marital status, personal appearance, sexual orientation, gender identity or expression, family responsibilities, matriculation, political affiliation, genetic information, disability, past or current military service, or any other legally protected characteristic.

Here is the link to apply online:

https://aamc.wd5.myworkdayjobs.com/en-US/AAMC/job/Washington/Internship--Archives_10002297