Internship with the Center for Digital Research and Scholarship (CDRS) at Columbia University Libraries/Information Services

Fall 2014 Semester

This isn’t just any internship opportunity. This is an internship opportunity from the Center for Digital Research and Scholarship (CDRS) at Columbia University! And we aren’t looking for the average library school student - we’re looking for students exuberantly passionate about the role of libraries in addressing the changing environment in which scholarship and research are produced. We’re searching for people extraordinarily motivated to further their education and skills in areas of:

- Emerging digital publishing practices
- Research data management
- Institutional repositories
- Scholarly communication
- Digital A/V creation and archiving

Those exceptional people who are accepted for this internship will have the opportunity to explore first-hand effective systems for creating, distributing, and preserving digital scholarly content. No prior experience is required. With the guidance of the Center’s Research Data Manager, Digital Repository Manager, Research and Scholarship Initiatives Manager, Communication
Coordinator, Production Manager, and Video Services Manager, and with consultative input from the Director of the Copyright Advisory Office, interns will support copyright clearance, metadata creation, and editorial and production work at CDRS. Based on their interests, interns can focus in one of four areas: (1) **scholarly communication** (2) **scholarly publishing and production**, (3) **video production and preservation**, or (4) **institutional research repositories and data management**. Depending on the area of focus, primary responsibilities will include:

- Evaluation of copyright and permissions statuses of materials slated for online distribution as part of projects undertaken by CDRS or for deposit in Columbia’s research repository, Academic Commons;

- Research on institutional repository practices and technologies and drafting of text for the Academic Commons website;

- Creation of test cases and user interviews, and quality assurance/testing of user interfaces, permissions tools, and content-access systems within Academic Commons and other CDRS’ projects;

- Drafting/editing of text for the CDRS website and for marketing/educational materials about the work of the Center;

- Production duties for CDRS’ journal and conference projects;

- Research for, creation of content for, and event-related work for CDRS’ Scholarly Communication Program

- Creation of metadata for items deposited in Academic Commons and for other projects as needed;

- Use of social media platforms to promote Columbia-created research and the activities of CDRS, to engage the community, and to enhance partner relationships;
Regular consultation with and reporting to supervisors and appropriate staff members on Simple (video production duties for CDRS’ video services team.

**Professional Interactions**

Through daily or weekly work, the interns will communicate with CDRS staff members, the Copyright Advisory Office, other employees at Columbia University Libraries/Information Services, and with Columbia faculty, students, scholars, and alumni who the intern handles.

**Professional Development**

Depending on their chosen area of focus, the interns will receive training and hands-on experience in practices associated with the management of digital repositories; in the production of online journals, conferences, and websites; in the recording, post-production, and preservation of digital video; and/or in the use of social media to enhance the scholarly communication process; and/or in issues such as open access and copyright.

**Primary Site Supervisor**

Research Data Manager, CDRS

**Timeframe**

The duration of this unpaid internship is one semester, either during the Fall, Spring, or Summer sessions.

**Schedule**

10–15 hours per week.

**Compensation**

This is an unpaid internship.

**To Apply**
For consideration for the coming semester, please e-mail your resume and cover letter as soon as possible to: anurnberger@columbia.edu by Friday, August 22, 2014. Please identify a primary (and, if you wish, a secondary) focus area in your letter, and explain why that area is of particular interest to you.