SUNY Maritime College - Library Internships

Job Description:

Interns may choose to either focus on specific areas or mix areas depending on desire of the intern to be exposed to different areas and the requirements of the intern’s graduate program. This is an unpaid internship.

Potential interns may apply for the following areas:

1. **Archives** – The Stephen B. Luce Library has several collections of documents that deal with the maritime history of the port of New York. Internship projects include: Processing, arranging and describing, creation of finding aids, creation of digital and physical displays, Digitization and the creation of metadata. Materials can include registers, scrapbooks, photographs, recordings, letters, and other ephemera

2. **Information Literacy and Reference** – Internship projects include working with reference librarians to provide bibliographic instruction, assisting librarians in the creation and the teaching of information literacy lessons

3. **Technical Services, Collection Development and Acquisitions** – Internship projects include material selection and deselection, assisting with the budgeting process, user analysis studies, processing of physical and digital materials including hands-on cataloging training. Exposure to government documents and the Federal Depository Libraries Program

Job Description:

Interns may choose to either focus on specific areas or mix areas depending on desire of the intern to be exposed to different areas and the requirements of the intern’s graduate program. This is an unpaid internship.

Potential interns may apply for the following areas:

4. **Archives** – The Stephen B. Luce Library has several collections of documents that deal with the maritime history of the port of New York. Internship projects include: Processing, arranging and describing, creation of finding aids, creation of digital and physical displays, Digitization and the creation of metadata. Materials can include registers, scrapbooks, photographs, recordings, letters, and other ephemera

5. **Information Literacy and Reference** – Internship projects include working with reference librarians to provide bibliographic instruction, assisting librarians in the creation and the teaching of information literacy lessons

6. **Technical Services, Collection Development and Acquisitions** – Internship projects include material selection and deselection, assisting with the budgeting process, user analysis studies, processing of physical and digital materials including hands-on cataloging training. Exposure to government documents and the Federal Depository Libraries Program

Requirements:
Applicants should be either enrolled in a Library and/or Information Science program at an accredited university/college or a recent college graduate looking for library experience.

**Applicants should possess the following skills and abilities:**

- learn quickly and take initiative
- be detail oriented
- demonstrate excellent interpersonal and oral communication skills
- proficiency in basic computer skills

**Additional Information:**

Qualified applicants will be contacted for interview. If accepted to the program, students, sponsoring librarian(s) and/or the student’s academic advisor (if required by academic institution) will work together to negotiate terms of the internship and an agreement and plan of action regarding goals and objectives, training program, schedule and methodology for recording work accomplished and evaluation of the intern’s accomplishments.

**Budget Title:** Volunteer

**Campus Title:** Library Intern

**Application Instructions:**

Persons interested in the above position should apply online. Please submit:

- Resume
- Cover letter explaining what library functions and potential projects they are interested as described above
- Contact information for three professional references

**Returning Applicants** - Login to your SUNY Maritime Careers Account to check your completed application, check/edit your profile or to upload additional documents

**URL:** [www.sunymaritime.edu/hr](http://www.sunymaritime.edu/hr)

**About SUNY Maritime College:**

SUNY Maritime College located on a 55-acre scenic waterfront property on the outskirts of New York City on the Throggs Neck peninsula where the East River meets Long Island Sound. The campus blends the best of two worlds: a comfortable college-town feel with the greatest city in the world. An impressive view of the sound extends toward the North Atlantic, yet only a few miles away are Yankee Stadium and midtown Manhattan. SUNY Maritime offers an array of employment opportunities
stemming from entry level to professional positions which encourage growth and development among its employees.

**Requirements:**

Applicants should be either enrolled in a Library and/or Information Science program at an accredited university/college or a recent college graduate looking for library experience.

*Applicants should possess the following skills and abilities:*

- learn quickly and take initiative
- be detail oriented
- demonstrate excellent interpersonal and oral communication skills
- proficiency in basic computer skills

**Additional Information:**

Qualified applicants will be contacted for interview. If accepted to the program, students, sponsoring librarian(s) and/or the student’s academic advisor (if required by academic institution) will work together to negotiate terms of the internship and an agreement and plan of action regarding goals and objectives, training program, schedule and methodology for recording work accomplished and evaluation of the intern’s accomplishments.

**Budget Title:** Volunteer

**Campus Title:** Library Intern

**Application Instructions:**

Persons interested in the above position should apply online. Please submit:

- Resume
- Cover letter explaining what library functions and potential projects they are interested as described above
- Contact information for three professional references

**Returning Applicants** - Login to your SUNY Maritime Careers Account to check your completed application, check/edit your profile or to upload additional documents

**URL:** [www.sunymaritime.edu/hr](http://www.sunymaritime.edu/hr)

**About SUNY Maritime College:**
SUNY Maritime College located on a 55-acre scenic waterfront property on the outskirts of New York City on the Throggs Neck peninsula where the East River meets Long Island Sound. The campus blends the best of two worlds: a comfortable college-town feel with the greatest city in the world. An impressive view of the sound extends toward the North Atlantic, yet only a few miles away are Yankee Stadium and midtown Manhattan. SUNY Maritime offers an array of employment opportunities stemming from entry level to professional positions which encourage growth and development among its employees.