Archives Internship Opportunities
at The Burke Library at Union Theological Seminary,
Columbia University

Are you currently enrolled in an MLIS program? Are you interested in gaining valuable hands-on experience processing, describing and rehousing archival collections in an historic academic setting? The Burke Library, one of 21 libraries in the Columbia University system, is looking for interns!

The Union Theological Seminary Archives (UTS) collections consist of personal papers from Union's famous faculty and students since 1836. The collections cover a wide range of historical periods and formats from one of the oldest independent seminaries in the United States, with materials ranging from correspondence describing a tour through China in the early 1900s to an historic event at Union that made the front page of the New York Times in 1970.

Tasks:
● Researching and writing finding aids (guides to archival collections)
● Creating contents lists for archival collections
● Housing historic papers in proper archival environments
● Undertaking basic preservation
● Contributing to the Burke Library Blog
● Involvement with implementation of EAD

Qualifications and Skills:
● Must be currently enrolled in a library & information studies master’s program.
● Excellent oral and written skills. Legible, neat handwriting.
● Support and training available; no prior specialist archival knowledge or of religious studies needed.
● Ability to lift heavy boxes (40lb) safely and handle weights of 15 pounds regularly.
● Experience with Microsoft Office Suite.
● Capacity to manage spiral staircase and work with dusty materials.
● Knowledge of other languages, including German, French, Chinese and Japanese a plus.

Internships are unpaid and may be taken for credit through your school, depending upon your school’s policy. Interns are asked to commit for at least 10 hours per week within Monday – Friday during normal business hours, (9:30-5:30).

How to Apply:
Please submit the following:
1. Cover letter explaining your career objectives and what you hope to gain from the internship.
2. Résumé detailing your education and work experiences.

Send these materials and any questions to burkearchives@library.columbia.edu. Please place “Archives Internship” in the subject line of your email.

For more information on the Burke Library’s Archival Collections linked to a growing number of UTS finding aids, visit http://library.columbia.edu/locations/burke/archives/uts.html