

# 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](mailto: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>