

Brooklyn College Archives and Special Collections, Brooklyn, NY \$18/hr, Internship

Brooklyn College, founded in 1930, is one of the oldest of the senior colleges in the CUNY system. The College Library, the most advanced in the CUNY system, is the academic, cultural and technological pulse of the college. Holdings include over 1.3 million print materials, over 68,000 electronic books and journals, and over 300 databases. The Archives is committed to acquiring, preserving, and providing access to the records of enduring value that document the Brooklyn College community and the Borough of Brooklyn, as well as the papers and memorabilia of individuals and alumni who have national and social importance.

The BC Archives is offering a paid internship (\$18/hr) to students seeking experience in an academic archive. The internship is open to Library Science students who plan to pursue a career in archival work. The internship will last 150 hours from Sept. 12 to Dec. 12, approximately 10 hours per week, although that is flexible. Interns are required to work during normal business hours - M-F, 9-4:45. Depending on funding and quality of work, there is a possibility of extending the internship.

During this internship, the intern will:

- Process new additions to the Beatrice Siegel collection
- Assess preservation needs of the collection
- Identify materials for possible future digitization
- Report weekly to the Archivist or Associate Archivist on work performed during the week
- Summarize the internship experience in a blog post for the Archives blog.

Depending on the intern's interests and professional goals, there may be additional opportunities, including:

- Digital projects
- Creation of an exhibit based on the collection

Required qualifications:

- Enrollment in a Library Science degree program, with a focus on Archives
- Minimum GPA of 3.0
- Basic understanding of archival principles and practices, including processing a collection
- Ability to lift 30 lbs.
- Ability to work independently
- Commitment to archival ethics
- Ability to protect any confidential information observed during the internship

Desired qualifications:

- Knowledge of digital imaging software

Applications will be accepted until August 1, 2016.

To Apply: Send Resume and Cover Letter to

specialcollections@brooklyn.cuny.edu<<mailto:specialcollections@brooklyn.cuny.edu>>