

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 and one of the largest theological libraries in the country, is looking for interns!

The **Union Theological Seminary Archives (UTS)** collections consist of personal papers from Union's illustrious faculty and students since 1836. The collections cover a wide range of historical periods and formats, with material topics ranging from early 20th century missionary programs, Old Testament feminist scholarship, student activist organizations during the American Civil Rights Movement, significant historical figures in Progressive Christianity, and Union's place in the context of the global ecumenical community.

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 (40 lbs.) safely and handle weights of 15 pounds regularly.
- Experience with Microsoft Office Suite.
- Capacity to work with rare and often dusty materials.
- Knowledge of other languages, including German, French, Chinese and Japanese a plus.

Internships are **unpaid** and *must* be taken for credit through your school. Interns are asked to commit for at least 10 hours per week within Monday – Friday during normal business hours.

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>