

The City University of New York
Graduate School of Journalism
Research Center
Unpaid Internship Position - Fall 2016

The CUNY Graduate School of Journalism Research Center is dedicated to providing students and faculty with the latest research training, tools and resources for journalists. We are seeking an unpaid intern for a one-semester appointment of 10-15 hours per week. The intern will report to the Library Manager.

RESPONSIBILITIES:

The successful candidate will primarily help us archive content for our [CUNY Photo Wire project](#), and [CUNY Academic Works](#). The candidate will also gain some experience in cataloging, circulation, reserves, and interlibrary loan services; help to maintain the Research Center Website and LibGuides; market Research Center services via social media; and other duties and special projects as assigned by the Chief Librarian.

QUALIFICATIONS

Candidates must:

Be currently enrolled in an ALA-accredited library and information science graduate program and have a minimum of 18 credits toward their degree.

Commit to a one-semester appointment.

Have completed a course in archiving and reference/electronic resources.

Have the ability to work effectively and flexibly in a service-oriented, computer-intensive environment.

Have the ability to use web authoring and desktop publishing software, like WordPress.

Possess excellent communication and interpersonal skills.

Have experience searching the Internet.

Have the ability to work effectively both independently and as a team member.

TO APPLY

Please send an e-mail expressing interest and availability, with resume attached to Barbara Gray, Chief Librarian: barbara.gray@journalism.cuny.edu; & cc Tinamarie Vella, Library Manager: tinamarie.vella@journalism.cuny.edu