



UNIVERSITY LIBRARIES

Field Study Program

To apply for the position, please submit your resume to the email address below.

Name of Requester(s) Anne Turkos, Jason Speck **Date Submitted** 06/12/2011

Division/Unit CMSC/Archives **Email** aturkos@umd.edu; jgspeck@umd.edu

Descriptive Overview: Provide a brief and descriptive summary of the purpose of the position.

The University Archives offers two comprehensive internship experiences each semester for students currently enrolled in the iSchool's Archives track. Students have the opportunity to immerse themselves in several aspects of archival work.

The University Archives prides itself on offering an experience that reflects daily work in an archival repository. Students are not limited to a large processing project but get the full range of experience expected of a future archival professional.

Duties and Responsibilities: Provide a bulleted list of duties and responsibilities. List the top five to seven work activities can be listed below.

- Developing online content—e.g. adding new material to the University Archives' website or creating an online version of an exhibit;
- Revealing Hidden Collections—preparing inventories and abstracts for previously inaccessible materials;
- Enhancing the Archives' Web 2.0 Presence—adding new materials to our blog, Flickr, Facebook, and Twitter sites;
- Handling Reference Queries—assisting the archivists with queries of varying complexity from around the world;
- Appraisal and Description—learning to appraise and establish intellectual control over newly received materials;
- Processing—learning to process collections and creating finding aids for patron use;
- Preservation—engaging in basic tasks designed to protect and preserve our rare and unique materials

For best consideration, please submit a resume' and statement of interest to Assistant University Archivist Jason Speck (jgspeck@umd.edu).