



National Park Service NPS History Collection Archives Internships Winter-Spring 2018

Position: Archives Internships –two positions available (1200 hours and 1100 hours)

Location: NPS History Collection, Harpers Ferry Center, Charles Town, WV

Salary: \$15.00/hour (direct deposit required)

Schedule: Monday-Friday, 9:00 a.m. to 5:30 p.m. Full time (40 hours per week) preferred but a part time schedule may be possible.

Job Summary: Interns will work with NPS History Collection archivist to catalog c. 40 LF of records from former NPS Director Horace M. Albright. Interns will gain valuable experience surveying records, developing a processing plan, and conducting research, arrangement, description, and basic preservation work. Formats include paper records, photographs, lantern slides, scrapbooks and albums, and digital records. Training also provided in use of the Interior Collection Management System (ICMS) for cataloging.

Qualifications: Student or recent graduate in archives or closely related degree. Attention to detail required. Applicants must have experience in using computer software, and the ability to present oral and written information in a clear and concise manner. Work requires prolonged standing, sitting, walking, bending, climbing ladders, and lifting up to 40 lbs.

Duration: Estimated start date is late January or February 2018, although there is some flexibility depending upon availability and course schedule. Internships must be completed by December 15, 2018.

Other Requirements: The internship is paid through the National Center for Preservation Education (NCPE). A valid driver's license is required for this position. Own transportation required as no public transport is available. Applicants must be enrolled students or have graduated within the past 12 months. US citizenship is required. Successful candidates must pass the National Park Service's background security investigation process. This process must be started at least one month before anticipated start date and internship cannot start without this clearance.

Other information: Internship may be used for credit, subject to university approval. Housing is not provided but may be found in the local area.

Application Procedures: Applicants should submit a current resume, list of references (with contact information for references), and copy of college transcripts. All application materials should be sent via email to Nancy_Russell@nps.gov and must be received by **midnight on December 15, 2017.**

EEO Statements: The National Park Service is an Equal Opportunity Employer. Selection for this position will be made solely on the basis of merit, fitness, and qualifications without regard to race, sex, color, creed, age, marital status, national origin, sexual orientation, non-disqualifying handicap conditions, or any other non-merit factors.