

OREGON STATE ARCHIVES

Job Title: Archives Intern – Graduate Student Intern

Job Description:

Join us as a graduate student intern at the Oregon State Archives!

We will work with you to develop an individualized experience tailored to your career interests and academic program. Our interns work directly with our archivists and records professionals to gain valuable experience as an important contributing member of our team. Some of the opportunities may include:

Working with and processing of original Oregon state and local government records.

Assisting the Reference staff through the location of records and the fulfillment of requests; research, development, and execution of exhibits and public events; digital preservation of original records, including sound and visual media; assisting with accessioned records and preparing them for public use; may act as the lead worker for undergraduate interns.

Assisting the Publications staff with research and development of the Oregon Blue Book.

Working with our records professionals to learn about managing government records, including an introduction to electronic records management and the management of transitional records at the State Records Center.

Development of social media content relating to the intern's experience at the State Archives;

Meeting other area archivists, records professionals, curators, and public historians to learn about the different opportunities available in the archival and records profession.

Our interns also have the opportunity to obtain advice and guidance from experienced professionals through our "career path panels" program.

What our former interns say:

"I truly enjoyed my internship and wish I lived closer so I could volunteer at the Archives. The internship was very valuable for me and I will recommend your site to others who inquire!"

Melissa, spring 2018

"Spending time in the Oregon State Archives was an experience I will not soon forget. I learned so much when I was there, and do not think I would have been able to have the same opportunities or make the same connections elsewhere. I think being able to ask questions in a supportive environment is crucial to a positive learning experience, especially for someone who was interning without much of an idea as to the specifics of her interests."

Bridget, summer 2017

Work location:

The Oregon State Archives Building is located at 800 Summer Street NE in Salem.

Semester or Term: Fall 2018; Spring 2019

Hours:

Archives' hours are Monday through Friday, 8:00 am to 12:00 pm and 1:00 pm to 4:45 pm. The actual schedule will be determined with the successful applicant.

Qualifications:

The intern should be enrolled in a graduate program for archives and records, public history, library studies, or have a strong interest in a career in those professions. The intern should have an interest in original government records and Oregon state and local government. A positive attitude and an eagerness to learn, as well as the ability to work independently following instruction are expected. The ability to lift 40 pounds and climb ladders is preferred.

Paid/Unpaid:

This internship is unpaid, but the student is strongly encouraged to work with their academic department to obtain course credit.

Contact:

Todd Shaffer, Student Internship Program Coordinator
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About the Oregon State Archives:

The Oregon State Archives preserves and provides access to the permanently valuable records of Oregon government. The Division, which operates under the Oregon Secretary of State's office, authorizes disposition of the public records of Oregon government, provides records management advice and assistance to state agencies and political subdivisions, and operates the State Records Center which provides storage for inactive state agency records. Additionally, the Archives Division publishes the Oregon Blue Book as well as the administrative rules for state agencies.