

## OREGON STATE ARCHIVES

**Job Title:** Archives Intern

### **Job Description:**

The intern will work closely with the Accessions Archivist, who is responsible for a variety of key behind-the-scenes duties that are crucial to the day to day functioning of the State Archives. The student will work under the direction of the Accessions Archivist, however the overall internship experience will be under the guidance of the Student Internship Program Coordinator.

Examples of the experiences offered by this internship include:

Assisting with the transition from a FileMaker locator index to a new space management system.

Organizing and preparing records received by the Archives so that they are ready for use by the public. This would include reboxing, refolding, and relocating records turned over to the Archives from both state and local government offices, comprising a wide variety of record types.

Developing social media content relating to the intern's experience at the State Archives.

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

### **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 set with the successful applicant, but should be at least 8 hours per week.

### **What our former interns say:**

*"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*

*"I really was not sure what to expect when I was starting my internship, but I felt that the projects I was working on were meaningful. I enjoyed the work that I was doing and the people I was working with. This was a really positive experience and served as a good introduction into the field. I had a blast this semester at the Archives."*

*Jacob, fall 2017*

**Qualifications:**

The intern should possess the ability to effectively communicate with internal staff and 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 lifting of boxes that may weigh up to 40 pounds the ability to use ladders are required.

**Paid/Unpaid:**

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

**Contact:**

Todd Shaffer, Student Internship Program Coordinator  
Phone: (503) 373-0701, extension 1  
E-Mail: [todd.l.shaffer@oregon.gov](mailto:todd.l.shaffer@oregon.gov)

**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.*