

## **OREGON STATE ARCHIVES**

**Job Title:** Records Management Intern

### **Job Description:**

The Intern will work as part of the Records Management team. This unit is responsible for a variety of key behind-the-scenes duties that are critical to one of the core functions of the State Archives. The student will work under the direction of the Unit Manager, while the overall internship experience will be under the guidance of the Student Internship Program Coordinator.

Experiences offered by this internship may include:

Assist with development of strategies to effectively map stack location data to a new electronic records management system.

Assist with digitization projects, including filing and classification of records in the new electronic records management system.

Develop 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:** summer/fall 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.

### **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

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

*I had a wonderful experience learning about the life cycle of records from creation through final disposition. I attended classes and received one-on-one instruction from the Archives' records managers about creating, classifying, and managing electronic documents and associated metadata. The staff encouraged me to ask questions and participate in discussions. They allowed me to put my knowledge into practice and helped to solidify archival concepts and theories.*

*Melissa, spring 2018*

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 and 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.*