

The UCF Libraries Special Collections and University Archives is seeking an energetic, creative and organized Special Collections Intern. The intern will work 10-12 hours a week for 15 weeks (total of 150-180 hours at semesters end) for 3 hours credit.

Candidates should be a Junior, Senior or a higher status with major coursework focusing towards a degree in History or Public History and MUST receive educational credit. The selected intern will be asked submit a resume and complete an on-site interview with the Senior Archivist in charge prior to the start of the internship.

Qualified individuals can send resume via e-mail to speccoll@mail.ucf.edu or mail to:

UCF Libraries
Special Collections & University Archives
RE: Internship Application
PO Box 162666
Orlando, FL 32816-2666

POSITION DESCRIPTION

Intern will work under the guidance and supervision of the Senior Archivist in the UCF Libraries Special Collection & University Archives department. Intern will focus on the preservation of both book and manuscript collections. Duties will include:

- Preserving books including cleaning, creating phase boxes, creating book covers, and researching titles where appropriate.
- Basic processing and preservation of manuscript collections.
- Devising plans for preservation and storage of materials.
- Researching UCF and Central Florida history.

At the end of the semester, the intern will present an overview of the work performed and show an understanding of basic archival practices.

Mid-term and end-of-term evaluations will be done by the UCF Libraries Special Collections & University Archives Senior Archivist in charge and sent to the professor.

Minimum Requirements:

Knowledge of Microsoft Word and Excel

Ability to lift a minimum of 40 pounds

Strong organizational, research and writing skills