

Political Papers Internship:

Richard B. Russell Library for Political Research and Studies, University of Georgia
Work Requirement: 350 hours over approximately 10-12 weeks beginning May 26, 2025

Summary: The Russell Library Political Papers Internship offers graduate students hands-on experience in various facets of archival work, including the arrangement and description of manuscript collections, digitization and metadata creation, outreach, and donor relations. The internship provides a unique opportunity to engage in professional-level projects with mentoring from experienced libraries faculty and staff. Interns will gain practical skills while contributing meaningfully to the preservation of significant historical and political collections.

Job Description

The Political Papers Intern will report directly to the Head of Arrangement and Description, who will provide comprehensive training on archival practices and the use of collections management software. The intern will oversee all stages of preserving and describing a collection of historical records and may have the opportunity to work on additional projects. Specific duties include:

- Surveying the collection, reviewing existing inventories, and developing a processing plan
- Collaborating with the unit head to determine the disposition of separated and/or restricted records
- Preparing a standards-compliant online finding aid for the collection using ArchivesSpace

Additional professional development opportunities may include:

- Participating in weekly discussions with Russell Library faculty and staff on archival challenges and best practices
- Assisting with donor relations, including coordinating pickups of new collections and communicating with donors
- Engaging with faculty and staff from other special collections departments

Required Qualifications:

- Enrollment in, or recent graduation from, a graduate program in library sciences, archival studies, history, public history, or a related field (*students scheduled to begin a graduate program in the fall are also eligible*)
- Strong interest in pursuing a career in archives, special collections, libraries, museums, or a related field
- Excellent writing and editing skills
- Strong interpersonal skills
- Ability to manage tasks independently and complete projects as assigned.

Preferred Qualifications:

- Familiarity with archival standards, such as DACS or EAD
- Experience with digitization, metadata creation, or collections management

Work Schedule

The intern is expected to work 35 hours per week for approximately 10-12 weeks, starting on or around May 26, 2025. While the schedule is negotiable, all work must be performed on-site between 8:00 AM and 5:00 PM, Monday through Friday. The position pays \$18.00/hour.

Application Procedure:

Interested applicants should apply through Handshake (Job #9593235). For first consideration, applications should be submitted by March 24, 2025, though applications will be accepted until the position is filled. A final decision will be made by April 14, 2025.