



Alabama DEPARTMENT OF
ARCHIVES & HISTORY

INTERNSHIPS AT THE ALABAMA DEPARTMENT OF ARCHIVES AND HISTORY

**STUDENT ARCHIVAL INTERN OPPORTUNITY
ELECTRONIC RECORDS PROCESSING**

The Alabama Department of Archives and History seeks undergraduate and graduate student applicants for a summer 2018 electronic records processing internship. This unpaid internship will provide the successful candidate with experience in processing electronic records created by the Alabama Governor's Office Collection as part of a grant project funded by the National Historical Publications and Records Commission. The project seeks to develop a model process for processing electronic records. Collections staff will provide professional training and supervision as they develop a process workflow for selecting and renaming collection photographs.

Applicants must be at least 18 years old and should be a current student.

Duration: May – August 2018

Academic Level: Undergraduate and/or Graduate Student

Location: Alabama Department of Archives and History, 624 Washington Avenue, Montgomery, AL 36130

Schedule: TBD

To apply for the Electronic Records Processing Internship, an [application](#) must be completed and returned with an unofficial transcript, resume, and cover letter by April 6, 2018. All paperwork should be sent to Mary Jo Scott at the Alabama Department of Archives and History, P.O. Box 300100, Montgomery, AL, 36130, or to maryjo.scott@archives.alabama.gov .

Application form: <http://www.archives.alabama.gov/employ/internships.html>