Employer: The Texas Collection, Baylor University

Categories: Museum Studies, History, Journalism and English

Travel Required: The possibility of some travel may be required to Independence and to pick up a collection from a donor.

Education: Intern working on a degree in Museum Studies, History, Journalism, or English; Graduate student preferred; Minimum cumulative Baylor grade point average of 2.5

Compensation: Stipend of $10 per hour for undergraduate or $15 per hour for graduate students for up to 30 hours per week for up to 10 weeks ($3,000 maximum for undergraduates and $4,500 for graduate students).

Position Description: The Texas Collection is seeking an intern to participate in a variety of projects associated with the processing of archival collections, assisting with monitoring public user areas, providing reference assistance to patrons, learning about and working with Texas print materials, and learning about and working with The Texas Collection’s social media program. Under appropriate supervision, the intern will be responsible for fulfilling a wide variety of tasks.

Responsibilities: The specific duties of this intern may include:

- Independently processing archival collections and building the finding aids in Cuadra Star, at times working as part of a team to produce finding aids;
- Providing limited reference assistance and monitoring researchers in the Guy B. Harrison, Jr. Reading Room;
- Monitoring the Ruth Room and assisting patrons with the scanning of Texas Collection materials;
- Making detailed inventories of gift materials and searching for gift materials in BearCat;
- Assisting with clerical and office duties, and filling in when staff are on vacation;
- Working with and understanding the way social media is used in a special collection. Producing and posting at least one example of each type of social media used by The Texas Collection;
- Learning the various functions of a research library;
- Assisting with special projects and duties as assigned;
- Communicating with other Baylor Libraries interns and participating in professional development activities related to the various Libraries internships;
- Writing brief weekly updates and a final report of internship activities and accomplishments;
- Promoting the Baylor Libraries internship program by sharing personal experiences with potential interns, donors, and alumni as opportunities arise.

Note: Ability to work with limited supervision and be able to show initiative and good decision-making within his/her assigned area. Must be detailed oriented and expertly use Word and Excel. Exceptional organization and communication skills required. This person must be able to lift boxes and other heavy materials.