Employer: Baylor University Libraries

Categories: Baptist and Religious Archives Internship

Travel Required: Possibility of some travel to Independence (site of the original Baylor campus) and/or to assist in picking up collections

Education: Student pursuing a degree in Religion, Museum Studies, History, Political Science, English or a related field; Graduate student strongly 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)

Job Description:
The Baylor University Libraries seek an intern to participate in a variety of projects associated with the processing of archival collections, primarily related to Baptists and other religious archives. Under appropriate supervision, the intern will take primary responsibility for fulfilling a wide variety of tasks.

Responsibilities: The specific duties of this intern may include:

- Independently processing archival collections and building finding aids in Cuadra Star, at times working as part of a team to produce the finding aids;
- Helping process, digitize materials, or record metadata related to Baptists and/or other religious bodies and topics;
- 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;
- Learning the various functions of a research library;
- Assisting with special projects and duties as assigned;
- Communicating with other 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 Libraries internship program by sharing personal experiences with potential interns, donors, and alumni as opportunities arise.

Qualifications: Ability to work with limited supervision and to show initiative and good decision-making within the assigned area. Must be detailed oriented and expertly use Word and Excel. Must be able to lift boxes and other moderately heavy materials. Strong communication and organizational skills required.