Intern Position Description

Employer: Baylor Collections of Political Materials, Baylor University

Categories: Museum Studies, Political Science, History, Journalism and English

Travel Required: The possibility of some travel may be required to Independence and to attend a donor event in Austin.

Education: Intern working on a degree in Museum Studies, Political Science, 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 Baylor Collections of Political Materials is seeking an intern to work with staff on a variety of projects related to education and outreach. Assignments will develop a student’s research and writing skills and expand his or her understanding of history and government. Projects include: historical research, research on institutional changes and developments in government, policy research, writing research memos and creating educational materials.

Responsibilities: The specific duties of this intern may include:

- Archival description of congressional records;
- Research for posts on the social media outlets;
- Research for online featured documents;
- General research in the records of Congress;
- 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; and
- 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 detail-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.