**Employer:** Baylor University Libraries  
**Categories:** Keston Center for Religion, Politics, and Society Internship  
**Travel Required:** The possibility of some travel to Independence or other Texas locations may be required.  
**Education:** Intern pursuing a major or minor in Russian, Slavic and East European Studies, International Studies, History, Political Science, Religion, Museum Studies, or a related field, with a minimum cumulative Baylor grade point average of 2.5. Knowledge of Russian or other Slavic languages or successful completion of courses in one of those languages strongly preferred.  
**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 Keston Center for Religion, Politics, and Society seeks an intern to participate in a variety of projects associated with the processing of archival collections in Russian, other Slavic languages, and/or English; learning about the Keston Center; and working with Keston materials in a variety of formats. Under appropriate supervision, the intern will be responsible for fulfilling a wide variety of tasks.  

**Responsibilities:** The specific duties of this intern may include:  
- Identifying, inventorying, appraising, processing, and preserving archival documents in Russian and other Slavic and European languages, including developing finding aids;  
- Creating metadata, digitizing materials, or performing preservation tasks as needed;  
- Assisting in moving and/or shelving materials;  
- Making detailed inventories of gift materials and searching for items in the library catalog and/or other databases;  
- Conducting research and evaluating Keston materials for possible use in an exhibit;  
- Researching and preparing proposals for obtaining grant funding and/or for related programming as appropriate;  
- Assisting with special projects and other duties as assigned;  
- Communicating with other Baylor Libraries interns and participating in professional development activities;  
- 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 demonstrate initiative and good decision-making within the assigned area. Must be detailed-oriented, an experienced user of Microsoft Word and Excel, and possess good research and writing skills. Must be able to lift archival boxes.