



**The National Native American
Boarding School Healing Coalition**

Title: Digital Archives Intern

Job Type: Full-Time, Temporary

Location: Minneapolis, MN

INTERNSHIP OVERVIEW

The National Native American Boarding School Healing Coalition (NABS) is looking for one undergraduate or graduate student as an intern for the summer of 2020. The internship is a full-time position over the course of 10 weeks. The internship would start June 2020 and end August 2020. Salary will be \$15.00 per hour. As temporary employees of NABS, interns are not eligible for employee benefits.

ORGANIZATION DESCRIPTION

NABS's mission is "To lead in the pursuit of understanding and addressing the ongoing trauma created by the U.S. Indian Boarding School policy." We support this mission through our programs in education, advocacy, and healing.

INTERNSHIP DESCRIPTION

NABS seeks a motivated and task-oriented intern to work towards the creation of the first ever National Indian Boarding School Digital Archives (NIBSDA). This position falls under the direct oversight of the Director of Digital Archives and will contribute to the development of the NIBSDA. The intern will work at the NABS national office in Minneapolis, Minnesota. The intern will work an 8-hour workday during regular business hours. The intern's primary duties will consist of reviewing digital collections and authoring—in Microsoft Excel—descriptive metadata for an anticipated 60,000 pages of boarding school records. Other duties will consist of assisting in quality control checks of digital records; authoring blogs; attending off-site meetings; data entry and cataloging for other associated processing documentation; conducting minor research; and assisting in other programs and events as needed.

The intern will be provided training on the implementation of institutional content standards and best practices of describing archival collections held in the NIBSDA.

DEADLINE FOR APPLICATION: May 4, 2020

We will inform applicants of selection no later than **May 18, 2020**.

QUALIFICATIONS

Demonstrate professional communication and writing skills appropriate for a business environment. Organizational skills and an aptitude for complex analytical and detailed work. Strong ability to comply with instructions as directed and ability to maintain consistency in reporting to supervisor. Strong ability to work independently, time manage, and meet deadlines. Some research and analysis experience are preferred. Understanding of archival preservation principles such as original order, respect du fonds, and provenance. Understanding of information management concepts such as controlled vocabularies, authority control, metadata schema, data curation in order to facilitate discoverability, access, and usability of digital collections. Experience in the application and usage of general or domain metadata schemas for organizing and managing information. Strong communication and interpersonal skills with the ability to present and share ideas effectively. Ability to work in a culturally diverse environment.

REQUIRED

- Actively pursuing undergraduate or graduate education in library information sciences, archival management, history, or a related field.
- Commit to completing 400 total internship hours.
- Expert-level computer skills; especially in Microsoft Word & Excel.



- Typing speed of 70 wpm (we may request a typing test be completed).
- Ability to read and analyze typescript and long-hand cursive from historical documents.
- Demonstrated writing and communication skills (we may ask for writing samples).
- Experience working with Native communities or knowledge of American Indian history, particularly U.S. Indian boarding school history.

APPLICATION INSTRUCTIONS

All applications will be received via email. No phone calls or snail mail.

Please submit letter of interest, resume, a list of computer programs with which you are familiar, and two non-personal references w/ email and phone number **all in one** PDF file.

E-mail applications to:

scurley@nabshc.org

Subject Line: Summer 2020 Internship
Application

**Application deadline is
Monday, May 4, 2020
at 11:59 p.m., CDT**