

INTERNSHIP OPPORTUNITY
NATIONAL WMU
BIRMINGHAM, ALABAMA



**ALL OF OUR INTERNSHIPS ARE UNPAID IN EXCHANGE FOR COURSE CREDIT.
STUDENTS MUST BE A JUNIOR OR SENIOR IN COLLEGE TO QUALIFY.**

TITLE: *Library Services Intern*

TEAM: Operations Hub

LEARNING OBJECTIVES:

- Standard archival procedures – classifying, sorting, and possibly entering information on database for archival holdings (paper and electronic records)
- Digitization and classification of photograph, slide, and print collections
- Converting audiovisual materials (videotapes, audiotapes) to electronic media
- Basics of corporate records management
- Preparing museum exhibits/building displays

POSSIBLE RESPONSIBILITIES:

- Digitizing archival holdings (scanning/converting to JPEGs/PDFs/MP3s/DVDs, etc.)
- Updating inventories (artifacts and costumes)
- Working with Library/Archives staff on building and museum displays
- Possibly indexing materials and WMU Board and Annual Meeting minutes

If you are interested in the internship opportunity, feel free to submit a resume to Human Resources:

- Email: interns@wmu.org
- US mail: 100 Missionary Ridge, Birmingham, AL 35242