

Archival Internship ***Archives & Record Services - Government Records***

The Mississippi Department of Archives & History (MDAH) is seeking an *Archival Intern* to serve in the government records section of the Archives and Record Services division. As MDAH is responsible for implementing Mississippi's laws on records management, this internship offers unique opportunities to learn about aspects of records retention, policy development, and both local and state government standards. Working under the direction of the government records staff, an intern will engage in the archival processing of materials as part of the government records collection.

Primary Responsibilities:

- Reviewing current projects with MDAH archivists
- Undergoing training specific to respective projects
- Organizing or reorganizing multiple files
- Creating folders and box inventory content
- Generating finding aids related to box content
- Collaborating with the lead archivist on project development
- Presenting a final report to the archival staff

Requirements:

- Excellent verbal and written communication skills
- An interest in U.S. and Mississippi political and social history
- The ability to work collaboratively with MDAH archival staff
- The ability to manage several projects simultaneously with deadlines
- Law, Archives, Library Science, History, or Data Analyst students preferred

Time Commitment:

Hours are flexible, Mondays through Fridays, between 9:00 a.m. and 5 p.m. The schedule will be determined based on availability and agreements between the Intern and MDAH staff.

How to Apply:

- Please submit an online application through the [MDAH website](#) by December 9, 2022.
- Email a resume, cover letter, and any additional documentation to mdahinternships@mdah.ms.gov.
 - *Note:* Your application is incomplete until you provide these additional documents.

For more information, please contact the Volunteer and Internships Coordinator at (601) 576-6895 or mdahinternships@mdah.ms.gov.