

Research & Section 106 Internship

Historic Preservation - Archaeology

Compensation: \$2,000.00

Application deadline: April 16, 2023

The Mississippi Department of Archives & History welcomes an intern to join the archaeology section of the Historic Preservation division as a *Research & Section 106 Intern*. This intern will assist staff in systematic archeological inventory by providing research services support to the operations of the archaeology section. This support includes maintaining the state site files, including but not limited to data entry, GIS plotting, and report linking. This intern will also assist in reviewing archaeology reports and projects submitted by cultural resource management firms and state/federal agencies as part of the Section 106 process.

Primary Responsibilities:

- Data entry.
- GIS plotting.
- Report linking.
- Learn how to prepare reports and how the Section 106 process works properly.
- Critically review and edit archaeological survey reports submitted by CRM firms and state/federal agencies.
- Present a final project report at the Intern Expo in late July.

Requirements:

- Previous GIS experience.
- Knowledge of Section 106 preferred.
- Strong research capabilities, organizational skills, and attention to detail.
- Excellent written communication skills; Technical writing skills preferred.
- Good computer skills and proficiency in Microsoft Office Suite.
- Compliance with confidentiality.
- Background in archaeology, library science, museum studies, or curation is strongly preferred.

Time Commitment:

360 hours available. 140 hours required. Hours are flexible, Mondays through Fridays, between 8:00 a.m. and 4:00 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 April 16, 2023.
- Email a resume, cover letter, and any additional documentation to mdahinternships@mdah.ms.gov.
 - *Note:* Your application is incomplete without these additional documents.

For more information, please contact the Volunteer and Internships Coordinator, Erin Blackledge, at (601) 576-6985 or eblackledge@mdah.ms.gov.