

Government Records Archival Processing Internship

Archives and Records Services - Government Records

Compensation: \$2,000.00 stipend

Application deadline: August 24, 2025

The Mississippi Department of Archives & History seeks an individual to serve as a *Government Records Archival Processing Intern* in the government records section of the Archives and Records Services Division. This internship offers unique opportunities to learn about archival preservation and conservation, as well as the processing, arrangement, and description of archival collections. Working under the direction of government records staff, this intern will engage in the archival processing of collections and will have the opportunity to write descriptive finding aids for the collections. During the internship, there is an opportunity to work on multiple archival projects, including a transcription project for Secretary of State land patents and a finding aid reformatting project.

Primary Responsibilities:

- Learn the basic principles of archival management and apply them in practice.
- Create folders and box inventory content.
- Generate finding aids related to box content.
- Flatten and arrange 19th and early 20th-century documents in folders.
- Rewrite finding aids with limited or no descriptions.
- Reprocess collections where necessary.

Requirements:

- Strong organizational skills and attention to detail.
- Interest in Mississippi historical records and state government.
- Knowledge of the Microsoft Office suite (in particular Excel and Word).
- Excellent oral and written communication skills, with a willingness to ask questions.
- The ability to work independently and collaboratively with MDAH archival staff.
- Archives, Library Science, History, or Liberal Arts students preferred.

Time Commitment:

This internship spans from September 8 to December 19, with a minimum requirement of 140 hours. Working hours are flexible, Monday through Friday, between 8:00 a.m. and 4:30 p.m. The specific schedule will be established in accordance with the availability and mutual agreement between the intern and MDAH staff.

How to Apply:

Submit an online application through the [MDAH website](#) by August 24, 2025.

For more information, please contact Shelby Tipton, Deputy Director of Administration, at (601) 576-6865 or stipton@mdah.ms.gov.