Digital Collections Summer Intern
June–August 2019 (10-12 hours per week)

Minimum Qualifications (education, experience, and certifications):
• Bachelor's degree
• Experience with or coursework in cataloging and/or metadata

Minimum Competencies:
• Strong computer skills and understanding of library metadata
• Excellent interpersonal and communication skills
• Ability to creatively solve problems
• Willingness to take direction and demonstrate flexibility

Essential Functions:
• Metadata creation for digitized newspapers
• Creation of online digital exhibits of collections
• Assist Digital Collections Librarian with ongoing projects
• Perform other duties as assigned

Working conditions:
The physical demands and environmental characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

• Work includes prolonged sitting, lifting/moving materials, as well as frequent computer use
• Manual dexterity, clear speech, hearing acuity, and correctable vision are also required
• Ability to navigate the building
• Employee must park in designated area