

## Library & Special Collections Internship Job Description

Kettering University Library & Special Collections is seeking an intern for our Flint Campus, including the Kettering University Library, Archives, and the Humanities Art Collection. Each internship will last one to two years, is part-time (20 hours per week), and pays \$17.00/hr.

The intern will receive rich work experience in library, archival, and art collection operations and technology, all focused on providing an excellent STEM education to Kettering students. Job assignments will reflect the department's priorities, the intern's interests, and their developing knowledge in information science and archival and cultural collections. During the internship, projects will be assigned that will be ready to be added to a portfolio of work experience. Interns will work with members of the staff and be given opportunities to develop skills and gain valuable experience.

The internship will include experiences selected from the list below:

- Experience at the Library Service Desk providing library research and information services in person and online in a friendly and responsive manner.
- Develop LibGuides, work in Kettering's Digital Commons, and provide Library Instruction to students.
- Understand how connectivity and collection development principles work in a library that has both digital and print collections.
- Experience how collection management tools like data visualization, cost analysis, and accessibility research help build a collection that meets user needs.
- Develop and produce marketing and outreach programs to inform and involve Library & Special Collections clientele.
- Conduct work in the archival and art collections, including research, understanding, handling various materials, creating inventories, processing and preserving collections, and learning collections management tasks.

### **Requirements:**

- Acceptance into a Master's program in Information & Library Science or a Master's program, which includes an Archival Administration certificate.
- Familiarity with Google Suite and Microsoft products.
- Ability to work independently and as part of a team.
- Available to work flexible hours, including occasional nights and weekends.
- Excellent interpersonal, verbal, and written communication skills and attention to detail.

### **Applications:**

Applications will be accepted until the position is filled. All interested applicants should send a cover letter, resume, three references, and either a copy of their acceptance letter or have their Master's program send confirmation of enrollment to [LibraryArchivesInternship@kettering.edu](mailto:LibraryArchivesInternship@kettering.edu).