INTERNSHIP OVERVIEW

The National Native American Boarding School Healing Coalition (NABS) is looking for one graduate student as an intern for the summer of 2021. The internship is a full-time position over the course of 10 weeks (total of 400 hours). The internship would start June 2021 and end August 2021. Salary will be $15.00 per hour. As temporary employees of NABS, interns are not eligible for employee benefits.

Currently, NABS's office is closed as we are observing local, state, Tribal, and federal regulations for public safety during the COVID-19 pandemic. For the time being, this position will primarily be remote. When the NABS office fully reopens, the intern will work at the NABS national office in Minneapolis, Minnesota, if they are able to. All in-person personnel will abide by NABS’s COVID-19 Safety Policy based on CDC guidelines.

ORGANIZATION DESCRIPTION

NABS’s mission is “To lead in the pursuit of understanding and addressing the ongoing trauma created by the U.S. Indian Boarding School policy.” We support this mission through our programs in education, advocacy, and healing. Visit www.boardingschoolhealing.org for more information about our programs, staff, and outreach.

INTERNSHIP DESCRIPTION

NABS seeks a motivated and task-oriented intern to work virtually towards the creation of the first ever National Indian Boarding School Digital Archives (NIBSDA). Digital Archives Intern will report to the Director of Digital Archives and will contribute to the development of the NIBSDA.

The intern will work an 8-hour workday during regular business hours (8am-5pm). The internship will include the following activities at a minimum:

- Reviewing digital collections and authoring—in Microsoft Excel—descriptive metadata for an anticipated 60,000 pages of boarding school records;
- Assisting in quality control checks of digital records;
- Authoring monthly blogs;
- Attending off-site meetings as needed;
- Data entry and cataloging for other associated processing documentation;
- Conducting minimal research; and
- Assisting in other programs and events as needed.

The intern will be provided training on the implementation of institutional content standards and best practices of describing archival collections held in the NIBSDA.

QUALIFICATIONS

Demonstrate professional communication and writing skills appropriate for a business environment. Organizational skills and an aptitude for complex analytical and detailed work. Strong ability to comply with instructions as directed and ability to maintain consistency in reporting to supervisor. Strong ability to work independently, manage time, and adjust to meet deadlines. Some research and analysis experience are preferred. Understanding of archival preservation principles such as original order, respect du fonds, and provenance. Understanding of information management concepts such as controlled vocabularies, authority control, metadata schema, data curation in order to facilitate discoverability, access, and usability of digital collections. Experience in

2525 E. Franklin Ave. Ste. 120, Minneapolis, MN 55406 | 612.354.7700 | info@nabshc.org | boardingschoolhealing.org
the application and usage of general or domain metadata schemas for organizing and managing information. Strong interpersonal communication skills with the ability to present and share ideas effectively. Ability to work in a culturally diverse environment.

REQUIRED

- Actively pursuing graduate degree in library information sciences, archival management, history, or a related field.
- Commitment to completing 400 total internship hours.
- Expert-level computer skills; especially in Microsoft Word & Excel (may be tested).
- Typing speed of 70 wpm (we may request a typing test be completed).
- Ability to read and analyze typescript and long-hand cursive from historical documents.
- Demonstrated professional writing and communication skills (we may ask for writing samples).
- Experience working with Native communities or knowledge of American Indian history, particularly U.S. Indian boarding school history.
- Flexibility with start and end dates.

APPLICATION INSTRUCTIONS

All applications will be received via email. No phone calls or snail mail.

Please submit the following all in one PDF file:

- Cover Letter,
- Resume or Curriculum Vitae,
- List of computer programs with which you are familiar, and
- Three professional references w/ email and phone number.

E-mail applications to: jblevins@nabshc.org

Subject Line: LAST NAME, Digital Archives Internship

Application deadline is
SUNDAY, April 18, 2021
at 11:59 p.m., CT