

## LESLEY UNIVERSITY ARCHIVES INTERNSHIP FOR COURSE CREDIT

### DESCRIPTION

Combine your love of humanities with practical skills and your eye for detail with the organization of information. With an internship in the Lesley University Archives, you will discover how information flows within a large organizational setting while getting to know the history of your University. Learn how to organize and preserve books, paper, museum objects, and photographs for long-term use, while developing practical technical and administrative skills, such as the use of databases, website design, and project management. Interact with faculty, staff, alumni, and students who visit the Archives to research Lesley's history and learn how to make the Archives accessible to a larger audience.

The Lesley University Archives is looking for a Lesley College Undergraduate Intern with an interest in any of the following areas: history, women's studies, the history of education, literature, paper, books, photographs, scrapbooks, and information management.

### DUTIES/RESPONSIBILITIES

The Archives Intern, under the direct supervision of the Archivist, assists in the routine aspects of transportation, processing, and servicing of unique and sometimes confidential archival materials, and other activities supporting the public, technical, and administrative services functions of the Archives.

Archives Intern tasks including the following:

- Prepare and verify inventories against physical contents of collections
- Folder, box, and label materials; label folders
- Arrange materials in alphabetical, chronological, or other order in accordance with a predetermined plan of arrangement
- Do routine preservation work, including identifying and photocopying unstable materials; removing paper clips, staples, rubber bands, and other damaging materials
- Create finding aids, inventories, correspondence, acknowledgements, bibliographic records, and other work in accordance with established formats and standards
- Retrieve and shelve collection material from storage areas
- Photocopy materials for patrons, administrative purposes, and collection preservation
- Do record keeping, invoicing, filing, and data entry for files needed for administrative management and reference use
- Move, shelve, and pack collections, supplies, and furniture
- Fulfill requests from campus departments for records, files, and boxes/cartons

**University Archives**  
29 Everett Street  
Cambridge, MA 02138-2790  
617.349.8573  
[www.lesley.edu](http://www.lesley.edu)

Archives Interns may also be occasionally asked to:

- Answer the telephone, direct calls or visitors, and assist with patron visits
- Make recommendations on arrangement and description or take subject content notes on materials being processed
- Trace corporate and individual names and histories
- Locate historical data on subjects of collections
- Prepare cross-references as directed by the Archivist

**LOCATION**

The Lesley University Archives is located on the Brattle Campus in the Sherrill Library

**HOURS**

To be determined