



ARCHIVES INTERNSHIP SUMMER 2023

Program Description

The Ohio District Kiwanis organization presently maintains a significant amount of physical and digital files covering various facets of the organization’s operations and history. The intern will be responsible for collaborating with the Executive Director to sort documents by type, determine (based upon established Records Retention Policy) if document needs to be kept, scan file using either office or off-site equipment, archive digital files into the correct folders, and then either destroy or appropriately preserve original documents as directed.

Eligibility

All students enrolled in an accredited college or university within the state of Ohio are eligible to apply. Preference will be given to those with a declared history or similar major or enrolled coursework requiring an internship that meets the scope of our project, and to those students living in the Central Ohio metro area.

Program Dates

The program will commence no later than June 1, 2023, but no earlier than May 15, 2023. It will conclude by July 31, 2023.

Compensation

Access to organization databases and physical records will be provided. Intern will be granted permission to utilize developed work content and product in their professional portfolio. A \$500 scholarship to apply to an accredited school/university will be offered, and must be utilized by September 30, 2023.

Additional Expectations

We expect the intern to commit 2-4 hours per week for up to ten weeks to meet the objectives of the program. The majority of this work will be in-office alongside the Executive Director. Documents may be taken by an intern off site for scanning if necessary.

Application Process

Please provide a cover letter with resume along with the following information, and submit to Jim Janosik at executivedirector@ohiokiwanis.org no later than April 30, 2023.

Full Name: _____

Phone: _____

Email: _____

College or University: _____

Major: _____ Year in school: _____