

South Dakota Department of Education-Office of History
South Dakota State Archives
Position Title: Archival Processing Intern
Summer 2016

The South Dakota State Archives, a program within the South Dakota State Historical Society, collects and preserves permanently valuable government and organizational records, personal papers, publications, photographs, maps, and sound and video recordings which document the history of South Dakota, and makes them available to the public, for the benefit of state agencies and the people of South Dakota.

The South Dakota State Archives has an opportunity for an intern to help complete a two year project funded by the National Historical Publications and Records Commission (NHPRC). The internship will involve processing and accessioning South Dakota government archival records, which may include state and county records in various formats including photographs, paper, film, and maps. The archival processing intern will work in collaboration with two government archivists and the state archivist. The position falls under the supervision of the State Archivist.

Duties: Follow policies and procedures of the archives; arrange and describe collections at the box level; create transfer document; enter collection information utilizing Archivists' Toolkit; export EAD finding aids to the South Dakota Digital Archives; describe archival records in accordance with DACS standards; and assist with reference activities.

Skills/Qualifications: Knowledge of archives, archival theory, and approaches to processing; some knowledge of state government functions and processes; knowledge of computers and software applications such as Microsoft Access and Word; organization skills; work independently and as part of a team; and communicate clearly both verbally and in writing.

Education and experience: Bachelor's degree from an accredited college or university.

Preferred Qualifications: Currently enrolled in a graduate degree program with an emphasis in archival studies.

Environmental Factors: Work is performed in an office setting; must have the ability to lift boxes weighing 30-40 pounds; may encounter dust when working with records.

Closing Date: February 8, 2016

Salary: \$13.75/hour

To Apply: Please send a cover letter, resume, and list of three references with contact information to Chelle Somsen (Chelle.Somsen@state.sd.us).