

OREGON STATE ARCHIVES

Job Title: Archives Intern

Job Description:

Join us as a student intern at the Oregon State Archives!

We will work with you to develop an individualized experience that addresses your specific academic and career interests.

Conduct primary source records research

Students that want to develop a research project using our unique primary source records are welcome to contact us and discuss an internship that would center on the use of Oregon state and local government records. These records encompass a wide variety of time periods and include such subjects as:

Natural resources policy;
Military and social history;
Politics and the Oregon State Legislature;
Transportation

Learn about the archives and records profession

Students interested in a career in public history can participate in direct hands-on experience with our staff to gain a better understanding of what it means to be an archivist or records professional. Examples of possible experiences include:

Digital preservation of non-electronic records, such as historic audio recordings and images;

Assisting in reference for requests made both in person and via e-mail;

Development of publications, such as the Oregon Blue Book;

Outreach such as social media, exhibit development, and special events;

Collaboration with local records custodians in the care and management of public records; and

What our former interns say:

“My internship exceeded my expectations. I have been blown away and so grateful for the opportunities I’ve had to really push myself in the scope of my research and my interests. I had no real idea what it meant to do this kind of research and work in an archive, and I’ve started looking at archives and the work of an archivist differently now because of my internship. I have had an amazing time this semester and I talk about this opportunity to everyone.”

Sarah, spring 2017

“I felt like I was really part of the staff throughout this experience and that they really valued me being there. I have never met a warmer and more welcoming group of people than the staff at the Archives, they were always really helpful and answered all of my million and one questions and never were condescending even if I had to have something explained multiple times. I would highly recommend being an intern at the Oregon State Archives.”

Erika, spring 2018

Working directly with original records to prepare them for public research.

Our interns also have the opportunity to obtain advice and guidance from experienced professionals through our “career path panels” program.

Work location:

The Oregon State Archives building is located 800 Summer Street NE in Salem.

Semester or Term: Fall 2018; Spring 2019

Hours:

Archives hours are Monday through Friday, 8:00 am to 12:00 pm and 1:00 pm to 4:45 pm. The actual schedule will be determined with the successful applicant.

Qualifications:

The intern should have an interest in original government records and Oregon state and local government. A positive attitude and an eagerness to learn, as well as the ability to work independently following instruction are expected. The ability to lift 40 pounds and climb ladders is preferred.

Paid/Unpaid:

This internship is unpaid, but the student is strongly encouraged to work with their academic department to receive course credit.

Contact:

Todd Shaffer, Student Internship Program Coordinator
Phone: (503) 373-0701, extension 1
E-mail: todd.l.shaffer@oregon.gov

About the Oregon State Archives:

The Oregon State Archives preserves and provides access to the permanently valuable records of Oregon government. The Division, which operates under the Oregon Secretary of State's office, authorizes disposition of the public records of Oregon government, provides records management advice and assistance to state agencies and political subdivisions, and operates the State Records Center which provides storage for inactive state agency records. Additionally, the Archives Division publishes the Oregon Blue Book as well as the administrative rules for state agencies.