



# Delta Gamma

1873

Job Title: **archives intern**  
Department: Marketing and Communications  
Reports to: director of marketing and communications  
FLSA Status: hourly, non-exempt  
Location: Columbus, Ohio

Application Link: <http://bit.ly/EORecruitment>  
Application Deadline: November 7, 2021

***Job Summary:***

The intern will gain practical experience in several areas of typical archival work; processing, digitizing, researching and document management.

***Essential Functions:***

- Assist Archivist in processing of archival documents and artifacts.
- Sort, label and file documents based on the catalog management system
- Create digital copies of analog and print resources
- Complete simple reference requests relating to the history of the Fraternity
- Assist in conducting biographical and historical research
- Participate in special projects as assigned

***Qualifications:***

- Demonstrated commitment to creating inclusive environments where belonging is valued
- Delta Gamma membership a plus
- Must be highly organized, detail oriented and able to work independently
- Experience in historical research
- Currently enrolled in or have completed degree in library science, history/museum, archival sciences or records management or related program