



John C. Hitt Library

UNIVERSITY OF CENTRAL FLORIDA

UCF Special Collections & University Archives Processing Intern

The UCF Special Collections & University Archives (SCUA) department seeks an energetic, creative, and organized Processing Intern for the fall or spring semester. The internship will focus on the processing and preservation of a manuscript collection, the creation of descriptive tools to increase the discoverability of collections, and the development of an outreach project to improve campus engagement. The Processing Intern will learn standard archival practices, daily archival operations, and basic archival theory.

Duties include but are not limited to:

- Assisting with processing tasks such as sorting, boxing, labeling, and creating inventories.
- Devising plans for preservation and storage of materials.
- Creating collection guides and other basic finding aids.
- Researching UCF and Central Florida history for reference queries and/or website content.
- Enhancing collection description and metadata.
- Creating outreach tools to educate the public about archival research, collections, and services.
- Assist with planning and preparation of exhibits and displays.
- Assisting in set-up and breakdown of events, lectures, and outreach programs.
- Assist staff in collection maintenance, such as basic preservation tasks and shelf readings.

The intern will work 10-12 hours a week for 15 weeks (total of 180 hours at the semester's end) for 3 credit hours. Candidates must have availability for the entire enrolled semester and work during operating hours: Monday through Friday from 8 am to 5 pm. Candidates should preferably be a junior or senior undergraduate or a higher status.

Qualifications

- Enrolled at UCF and pursuing a degree in History, Anthropology, Public History, or a similar field.
- Experience, coursework, or strong interest in archives, libraries, or museums a plus.
- Ability to work independently/self-motivated.
- Familiar with technology and computers, including Microsoft Office.
- Ability to lift and carry up to 40 lbs.
- Excellent organizational, research, and writing skills.
- Strong attention to detail, including neat, legible handwriting.

If you are interested in the UCF Special Collections & University Archives internship, please send a resume and cover letter to Arielle Petrovich (arielle.petrovich@ucf.edu).

Fall Internship: Applications are accepted each year between March 1 and April 1.

Spring Internship: Applications are accepted each year between October 1 and November 1.