

**Greenwood Cemetery Undergraduate Internship**  
**Fall 2023 / Spring 2024**

**Description:** Greenwood Cemetery in Orlando, Florida is looking for an Undergraduate Research Assistant Intern to aid in the research and development of a digital walking tour for the general public. This internship has flexible hours and most work can be conducted remotely. However, regular meetings will be held via Zoom and the need for on-site work at Greenwood Cemetery (1603 Greenwood St, Orlando, FL 32801) may arise over the course of the semester. Research for this position will include people, places, structures, and time periods associated with Greenwood Cemetery and the City of Orlando. This research will be used to author topical essays for entries in the digital tour platform.

**Hours:** 10-12 hours per week, beginning Monday, Aug. 21

**Reports to:** Sarah Boye, Greenwood Cemetery Researcher

**Requirements:**

- Enrolled and pursuing a degree or minor in History or a similar field at UCF.
- Familiar with technology, including Microsoft Office and Google programs.
- Able to conduct independent research and verify factual sources.
- Carefully follows written and/or verbal directions. Asks for clarification, if necessary.
- Possess strong written communication skills.
  - Experience writing content for the general public is preferred.
  - A fundamental understanding of Chicago Style Citation is required.
- Able to pass a background check with the City of Orlando.

**Interested?**

Please send the following to [sarah.boy@ucf.edu](mailto:sarah.boy@ucf.edu) for consideration:

- **Your CV.** Please include a list of history courses taken at UCF and the grade you earned.
- **A written response to the following question:**
  - Describe your favorite Central Florida landmark.
    - 1-3 paragraphs
    - Written with an 8th-grade audience in mind
    - Double-spaced, 12pt Times New Roman font
    - At least one source cited in Chicago Style
    - Saved in a .docx or .pdf file

NOTE: Students seeking course credit should review eligibility guidelines and follow application procedures on the UCF Public History website: <https://cah.ucf.edu/publichistory/internships/>.