Appendix 5
Job Advertisement
California State Archives
Graduate Student Archives Intern for Electronic Records Preservation

*** Application deadline January 15, 2006 ***

The Position: The California State Archives seeks a Graduate Student Archives Intern for 20 hours a week (subject to available funding). Working hours will be primarily Monday-Friday, 8:00 a.m. - 5:00 p.m., with occasional Saturdays. The Archives and Museum Division is conveniently located at 1020 O Street (Archives Plaza Light Rail stop, if you are a commuter). Intern will be expected to start in early-February 2006. Intern must be enrolled in a graduate program during their internship.

The Position: This is a grant-funded position in which the selected intern will focus on issues surrounding the preservation of electronic records, with a focus on infrastructure design and appraisal and accessioning of GIS records. Our partners are California Resources Agency's CERES office and the San Diego Supercomputer Center.

The intern will be trained in all aspects of the required work. At the end of the internship, you will be one of the few archives students to have hands-on experience in electronic records preservation.

You do not need to have prior experience in this area, but you do need to have some specified skills and be able to commit to 20 hours a week of work and a year commitment. Interns are paid according to the state schedule for student interns (currently $9.70 an hour to start). Interns are paid through the Hornet Foundation of California State University, Sacramento.

Desirable Qualifications:
• Facility with working with computers, including basic skills in database design, file management, and document creation.
• Interest in preserving electronic records and an ability to learn new technologies.
• Expert research and writing skills, particularly in analyzing and summarizing research results.
• Ability to contact other professionals and represent the State Archives professionally.
• A genuine interest in exploring electronic records as part of your archival career.

Who May Apply: Applicants must be currently enrolled in a graduate program in history, library science, or related field, be able to make a year commitment (during which their student status must be maintained), and, most importantly, be seriously considering a career in archival work.

How to Apply: Interested people are highly encouraged to visit the Archives before applying. Tours can be arranged through the project coordinator. The project coordinator will give you the applications requirements at that time. A team at the archives will evaluate application materials and selected applicants will be asked to interview in late January 2006.

Questions: Please contact the project coordinator: Lucy Barber, lbarber@ss.ca.gov or 916-651-8419

Submit complete applications by January 15, 2006 to:
Lucy G. Barber
California State Archives
1020 O Street
Sacramento, CA 95814