

The Montgomery County Archives: Call for Co-Op Students

Overview of the Work Study/Internship Program

The Montgomery County Archives (MCA) seeks a co-op student for the 2019-2020 academic year. Undergraduate and graduate students are encouraged to apply. The MCA will provide the student with an internship matching, as closely as possible, their interests in archives, as well as meeting course and academic degree program requirements. Montgomery County archivist Dallas Hanbury will supervise the intern.

Note: This internship pays \$7.25 an hour; 20 hours-a-week maximum.

Internship runs until May 15, 2020.

Potential Internship Projects (including, but not limited to...)

- Assist in arranging, describing, preserving, and providing access to local government records and collections of non-government materials related to Montgomery County.
- Verify collections contents, update collections descriptions, create finding aids, undertake data entry.
- Various photograph processing and digitization projects.
- Oral history transcription.

Application Requirements

- Must be Montgomery County resident.
- Must be college student.
- Able to pass a drug test.
- C.V. or Resume.
- Brief cover letter stating why applicant wants to intern at the MCA, explains their interest in archives, and discusses their academic interests.
- Brief letter of recommendation from university faculty member.
- Interviews (conducted by county archivist) will begin after the application deadline closes.
- Application Deadline: September 26, 2019.
- Send application materials to county archivist. See contact information below.

For more information, please contact:

Dallas Hanbury, Montgomery County Archivist

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