

SPS Summer Archive and Research Internship

The Summer Archive and Research Intern position is a paid eight week internship for one current high school or university student or recent graduate. Successful applicants will be highly motivated and able to effectively work independently to complete their job duties. This position reports directly to the Director of Communication at St. Peter's School, and will take place between June 21 - August 24, 2018. The goal of this position is to maintain and populate a digital archive of school photographs and conduct creative research to improve alumni information and archival detail. SPS Alumni are encouraged to apply.

Application questions and materials should be directed to Dena Hillison, Director of Communication, at dhillison@st-peters-school.org.

Job Duties:

- Create, populate, detail, and organize digital archives of school photographs
- Conduct research using archives to bolster our alumni database
- Use social media and other available tools to improve archive organization

Qualifications:

- Must be 18 years or older
- Must be able to obtain all necessary state and federal clearances
- Must be a current student at a high school or university or recent graduate
- Experience with Google Drive and social media encouraged

Application Materials:

- Resume
- Two References

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