

COOL INTERNSHIP OF THE WEEK

Student Worker

National Archives & Records Administration

The National Archives and Records Administration serves American democracy by safeguarding and preserving the records of our Government, ensuring that the people can discover, use, and learn from this documentary heritage. The National Archives Holdings Management Branch (NWHM) is currently seeking enthusiastic, dedicated students to work to continue this mission.



In your position as a student worker you will:

- Complete stack survey of Archives II textual stack areas.
- Validate information in HMS (database that tracks location of records).
- Update data in HMS.

Requirements:

- You must be a United States citizen.
- You must be currently enrolled in school.
- You must have excellent computer skills.
- You must have excellent writing and communication skills.

Salary: Varies

Location: Washington, D.C.

Closing Date: November 20, 2009

Contact Information: Brian Tilley
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For this announcement and others like it see www.makingthedifference.org.

