

DWIGHT D. EISENHOWER PRESIDENTIAL LIBRARY AND MUSEUM STUDENT INTERN PROGRAM OVERVIEW

Internships are offered under the National Archives & Records Administration's student intern program (44 U.S.C. 2105 (d)). Interested applicants should submit information for the first five internship application requirements listed below.

Most Eisenhower Library internships are uncompensated, but thanks to a generous donor financial aid is available for one selected public history intern. The Joe Todd World War II Heritage Internship funds up to 320 hours of work on audiovisual archives records relating to the history of the Second World War. Joe Todd Interns are also paid \$7.50 per hour. To apply for the Joe Todd intern stipend, please see requirement Number (6) in the list of internship requirements found below.

Interns must be vetted by a background check, including fingerprinting, upon arrival at the Library. Interns must be enrolled in an institution of higher education not less than half-time, must not have had a break in studies of more than five months between school years, and must intend to return to school after the NARA internship is completed. The internship itself must be arranged through a for-credit course at his or her college or university. Students who wish to gain experience in archives administration but who do not intend to earn college credit for an internship must apply as a National Archives & Records Administration volunteer. Separate regulations govern the NARA volunteer program. A student intern agreement between the Library and the intern's college or university that acknowledges each party's responsibilities must be signed by all parties. Students must be enrolled for credit. If students are not enrolled for credit but interested in gaining archival experience, they cannot apply for the NARA internship program but instead may apply under the terms of the NARA volunteer program. Student volunteers are eligible to apply for the Joe Todd stipend.

Current year internship and Joe Todd intern/volunteer applications must be received by March 1st. Selected students will be notified by March 31st.

INTERN APPLICATION REQUIREMENTS:

Required knowledge, skills and abilities include: oral and written communications skills, knowledge of Twentieth-Century United States or world history, research skills, and basic computer skills. Course work or practical experience in archives administration, information and/or library sciences, while desirable, is not required.

All applicants must submit:

- (1) A letter of application that includes an explanation of what their goals would be in serving as an intern at the Eisenhower Library, what formal educational or practical experience they would bring to the internship, and what types of experiences they are most interested in.
- (2) A resume listing educational, vocational and other relevant experience and credentials.
- (3) A certified current grade transcript from their institution's registrar.
- (4) A letter of recommendation from faculty in the department sponsoring their internship, preferably the faculty member who will be supervising the internship on behalf of the college or university.
- (5) Intern finalists are expected to participate in an interview, preferably on-site, although a telephone interview may be arranged in lieu of an on-site visit.

(6) **Joe Todd Internship Stipend:** Intern applicants wishing to apply for the Joe Todd financial aid program must submit a 500-word essay stating why they want to pursue a career in public history, including what interests, knowledge and skills they would bring to the internship experience.

WHAT DOES AN INTERNSHIP WITH THE DWIGHT D. EISENHOWER LIBRARY AND MUSEUM ENTAIL?

ARCHIVAL internships are designed to provide assistance to the Eisenhower Library in the execution of its programs and to expose college students to the archival and museum professions. Successful applicants will have an opportunity to work with original and unique historical documents, learning archival principles and practices while also developing research skills. Duties assigned will involve the five basic archival functions: acquisition and appraisal, arrangement and description, preservation, reference, and public programs.

EDUCATION interns would assist the education coordinator with the development of educational materials for students in grades two through twelve, as well as help with on-site programs.

MUSEUM internships are designed to engage interns in team and individual projects focused on collection management, conservation, and exhibit development. Students gain career-relevant experience in a Presidential Museum and Historic Home settings while contributing to the work of the institution. While working with the Museum's artifact collection, students gain experience in museum registration, collection documentation, exhibit preparation, and developing public programs for the museum.

COMBINED INTERNSHIPS, in which interns would work in more than one of the above program areas, are also possible, depending upon the institution's needs and available staffing for training and supervision.

Submission:

E-mail inquiries should be sent to the Library's e-mail address: eisenhower.library@nara.gov
Please include "Internships" in the subject line of your e-mail message.

Internship applications must be submitted by March 1st. Selections will be announced by March 31st.

Transcripts and other documentation may be mailed to the Library at the following address:

Dwight D. Eisenhower Library
Attn: Internship Program
200 S.E. 4th Street
Abilene, KS 67410