

# Records Management Intern

<b>Division/Unit:</b> Legal	<b>OEM Employee to Supervise Project:</b> Terence Forsythe
<b>How many interns:</b> 1	<b>Education Level:</b> Undergraduate/Graduate
<b>Background on Project:</b>  The NYC Office of Emergency Management (OEM) is interested in retaining an intern to help in the expansion of the records management program. The intern will be responsible for cataloging incoming materials, re-housing archival documents, and assist in arranging, labeling, and categorizing records and generating Finding Aids. In particular, the intern will gain an overview of records management at a vital city agency.	
<b>Description of Project/ Intern Responsibilities:</b>  The intern will have the opportunity to analyze the current database structure and suggest modifications, review retention schedules, and assist in the development of a long-range strategic plan to address the maintenance and preservation of electronic records (including email). In addition, the intern will assist in the daily activities of our records management program.  <ul style="list-style-type: none"><li>• Cataloging and indexing material for inclusion in the reference library.</li><li>• Additional projects may include, but aren't limited to - reviewing and recommending new electronic resources, creating online research guides, and designing the library homepage.</li></ul>	
<b>Requirements/Special Skills Needed:</b>  <ul style="list-style-type: none"><li>• Undergraduate degree. Current MLS candidates preferred.</li><li>• Solid understanding of the Internet and web-based applications.</li><li>• Excellent written and verbal communication skills.</li><li>• The intern will be expected to work approximately 7-14 hours per week.</li></ul>	
<b>Interested Applicants:</b>  This is an unpaid internship. Please send resume and cover letter as a MS Word or RTF format to: <a href="mailto:jobs@oem.nyc.gov">jobs@oem.nyc.gov</a> . Indicate the position to which you are applying.	