

Records Management Intern

Division/Unit: Legal	OEM Employee to Supervise Project: Terence Forsythe
How many interns: 1	Education Level: Undergraduate/Graduate
Background on Project: The NYC Office of Emergency Management (OEM) is interested in retaining an intern to help in the expansion of the records management program for the agency. The intern will be responsible for cataloging incoming materials, re-housing archival documents, and will assist in arranging, labeling, and categorizing records and generating Finding Aids. In particular, the student will gain an overview of records management at a vital city agency.	
Description of Project/ Intern Responsibilities: The records management intern will work along with the Records Officer and will have the opportunity to 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. These include the following: <ul style="list-style-type: none">• Cataloging all the agency's GIS (Geographic Information Systems) maps for Archive.• Reviewing and upgrading of current retention schedules.• Cataloging and indexing of materials for addition to information resource center.• Assisting with the annual records destruction process . <p>This is an <u>unpaid</u> internship.</p>	
Requirements/Special Skills Needed: <ul style="list-style-type: none">• Undergraduate degree. Current MLS candidates preferred.• Solid understanding of the Internet and web-based applications.• Excellent written and verbal communication skills.• The intern would be expected to work approximately 7-14 hours per week.	
Interested Applicants: E-mail resume and cover letter to: jobs@oem.nyc.gov Mail to: HR Coordinator NYC Office of Emergency Management 165 Cadman Plaza East Brooklyn, NY 11201	