

Records Management Intern

Division/Unit: Legal Affairs/Records Unit	OEM Employee to Supervise Project: Terence Forsythe
How many interns: 1	Education Level: Undergraduate/Graduate students
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: <ul style="list-style-type: none">• Cataloging and indexing of material for addition to information resource center.• Creating online research guides.• Cataloging the agency's GIS maps for Archive.• Create Annual Records Destruction Database for 2011/2012.	
Requirements/Special Skills Needed: <ul style="list-style-type: none">• Undergraduate degree (current MLIS candidates preferred).• Interest in records management.• Solid understanding of the Internet and web-based applications.• Excellent written and verbal communication skills. <p>This is an <u>unpaid</u> internship for the fall 2011 semester. Will sponsor for academic credit.</p> <p>Background check is required.</p>	
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	