

# **SNOHOMISH COUNTY INTERNSHIP DESCRIPTION**

## **INTERN – ARCHIVIST INTERN**

Spec No. 9219

### **SNOHOMISH COUNTY INTERNSHIP PROGRAM**

Snohomish County supports internship programs that provide work experience for students in an accredited post-secondary institution that is related to their course of study. The internship program is designed so that the student will have the opportunity to apply principles and theories learned in the classroom, gain new skills, explore a career path and be supervised and mentored by a professional in their field.

The student may choose to receive scholastic credit for their internship in accordance with the guidelines set by their school.

### **BASIC FUNCTION**

Provide general assistance to the Snohomish County Department of Parks, Recreation and Tourism in data management.

### **STATEMENT OF ESSENTIAL INTERNSHIP DUTIES**

1. Assists with identification of critical data management needs.
2. Assists with researching appropriate methods for storing preserved data.
3. Assists with coordinating with other entities that may store data and/or have input into priority data to be preserved.
4. Assists with data collection and processing.
5. Assists with grant applications related to records preservation.

### **STATEMENT OF OTHER INTERNSHIP DUTIES**

6. Performs related duties as required.

### **MINIMUM QUALIFICATIONS**

Must be able to show proof of enrollment in an accredited post-secondary institution at the time of the Internship. If the Internship occurs during the summer, the student may either provide proof of summer or fall enrollment.

Must be currently working towards a degree in Archival Studies, Records Management, or closely related field.

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### PREFERRED QUALIFICATIONS

Proficiency in archiving or records management theory and practice. The Archivist Intern must have good communication skills and should also have working knowledge of common social media platforms and standard internet protocols.

### KNOWLEDGE AND ABILITIES

Increase Intern Knowledge of:

- the principles and practices of data archiving
- data management systems
- project management techniques and identifying work priorities
- collaborative techniques for team management of shared project goals
- handling a variety of media types
- understanding data procurement requirements

Increase Intern Ability to:

- communicate effectively, both orally and in writing, in a multicultural workforce serving a diverse population
- prepare clear and concise written reports and presentations
- prioritize and resolve problems
- exercise initiative and judgment and make decisions within the scope of assigned responsibility
- establish and maintain effective work relationships with elected officials, department heads, associates, subordinates and the general public
- analyze and solve work related problems

### SUPERVISION

Intern will receive direction from a Planning professional as assigned. Assignments are made indicating generally what is to be done, the quality of work expected, and any deadlines which are required to be met.

### WORKING CONDITIONS

The majority of the work is performed in the usual office environment.

Snohomish County is an Equal Employment Opportunity (EEO) employer. Accommodations for individuals with disabilities are provided upon request.

[EEO policy and ADA notice](#)

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Class Established: July 2018

EEO Category: 5 - Paraprofessionals

Intern Wage: Unpaid

Workers Comp:

Intern not receiving academic credit for internship: 6901 Volunteers

Intern receiving academic credit for internship: Not covered. The school authorizing the internship is responsible for coverage.