# Paid Internship Job Description

<table>
<thead>
<tr>
<th>POSITION TITLE</th>
<th>Bill Mauldin Collection Cataloging Intern</th>
<th>HOURS/PAY</th>
<th>20-25 hours per week at $13 per hour</th>
</tr>
</thead>
<tbody>
<tr>
<td>DEPARTMENT</td>
<td>Special Collections and Digital Lab</td>
<td>LOCATION</td>
<td>Remote archival facility in the North Center neighborhood</td>
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<tr>
<td>SUPERVISOR</td>
<td>Director of Museum Collections</td>
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</tbody>
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## POSITION DESCRIPTION
- Under the guidance of a mentor, the Bill Mauldin Collection Cataloging Intern will catalog, rehouse, and possibly scan original drawings by cartoonist Bill Mauldin.

## PURPOSE OF THE PROJECT
- To aid in the cataloging of the Bill Mauldin Collection while also providing a library graduate student or recent graduate of a library science program with hands-on experience cataloging.

## ASSIGNED RESPONSIBILITIES AND DUTIES
- Rehouse, organize, and inventory special collection materials
- Create catalog records both in OCLC and in local ILS
- Add digitized images and metadata to CONTENTdm
- Use large and medium format scanner to digitize special collection materials as needed

## ESSENTIAL POSITION QUALIFICATIONS
- Master's degree-level coursework in Library Science
- Experience or familiarity with MARC 21, RDA, and other cataloging standards
- Experience or familiarity with archival work
- Attention to detail
- Ability to work independently and in teams
- Research skills
- Knowledge of Microsoft Word and Excel
- Excellent written and oral communication skills

## START DATE: February 2020

## WRITTEN BY: Director of Museum Collections