

DWIGHT D. EISENHOWER PRESIDENTIAL LIBRARY AND MUSEUM ARCHIVAL INTERN PROGRAM OVERVIEW

Internships are offered under the National Archives and Records Administration's (NARA) student intern program (44 U.S.C. 2105 (d)). Interested applicants should submit information following the requirements listed below.

Eisenhower Library summer internships may be compensated, depending on availability of funds.

Interns must be vetted by a background check, including fingerprinting, upon arrival at the Library. Interns must be enrolled in an institution of higher education not less than half-time, must not have had a break in studies of more than five months between school years, and must intend to return to school after the NARA internship is completed. The internship itself must be arranged through a for-credit course at his or her college or university. A student intern agreement between the Library and the intern's college or university that acknowledges each party's responsibilities must be signed by all parties. Students must be enrolled for credit.

If students are not enrolled for credit but interested in gaining archival experience, they cannot apply for the NARA internship program but instead may apply under the terms of the NARA volunteer program. Separate regulations govern the NARA volunteer program.

Current year summer internship applications must be received by April 15. Selected students will be notified by April 30.

Internships are also available during the school year.

QUALIFICATIONS:

- Currently enrolled (or accepted for enrollment) in a graduate or undergraduate degree
- U.S. Citizenship

INTERN APPLICATION REQUIREMENTS:

Required knowledge, skills and abilities include: oral and written communications skills, knowledge of 20th-century United States or world history, research skills, and basic computer skills. Course work or practical experience in archives administration, information and/or library sciences, while desirable, is not required.

All applicants must submit:

- (1) A letter of application that includes an explanation of anticipated goals and experiences in serving as an intern at the Eisenhower Library and what formal educational or practical experience they would bring to the internship.
 - (2) A resume listing educational, vocational and other relevant experience and credentials.
 - (3) A current certified grade transcript from their institution's registrar.
 - (4) A letter of recommendation from faculty in the department sponsoring their internship, preferably the faculty member who will be supervising the internship on behalf of the college or university.
 - (5) Intern finalists are expected to participate in an interview, preferably on-site, although a telephone interview may be arranged in lieu of an on-site visit.
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WHAT DOES AN INTERNSHIP WITH THE DWIGHT D. EISENHOWER LIBRARY AND MUSEUM ENTAIL?

Archival internships are designed to provide assistance to the Eisenhower Library in the execution of its programs and to expose college students to the archival and museum professions. Successful applicants will have an opportunity to work with original and unique historical documents, learning archival principles and practices while also developing research skills. Duties assigned will involve the five basic archival functions: acquisition and appraisal, arrangement and description, preservation, reference, and public programs.

Submission:

E-mail inquiries should be sent to eisenhower.library@nara with the subject "Internships."

Applications for summer internships must be submitted by April 15. Selections will be announced by April 30.

Transcripts and other documentation may be mailed to the Library at the following address:

Eisenhower Presidential Library
Attn: Internship Program
200 S.E. 4th Street
Abilene, KS 67410