



DOCUMENTING GOVERNMENT

PROMOTING HISTORY

SECURING RIGHTS

**Council of State Archivists
State Electronic Records Information Internship**

Sponsored by **ATLAS SYSTEMS**

Internship Location: Remote

Application Deadline: Jun 30, 2022

Description

The Council of State Archivists (CoSA)'s State Electronic Records Information Internship is designed to provide students enrolled in archival studies, MLIS programs, museum studies, history, public history or related degree programs with an opportunity to provide service to a national membership of state government archives while they evaluate possible career paths, develop a professional network, and gain firsthand experience with professional staff and diverse audiences. The internship is sponsored by Atlas Systems to help develop the next generation of archival leaders.

The State Electronic Records Information Internship is an intensive, part-time program that enables a graduate level student to assist CoSA staff with major projects and activities related to CoSA's flagship program, the State Electronic Records Initiative (SERI). Internships generally focus on specific projects or activities, but are flexible enough for students to become involved in several aspects of SERI work. Interns will work with other professionals from around the country and be included in many of the regular ongoing activities of the organization.

- Internship will take place during the 2022 fall semester – approximately September 6, 2022 through December 23, 2022.
- Approximately 10 hours per week. The weekly schedule is flexible and will be determined by mutual availability and project timelines.
- Compensation is \$2700.
- Travel to the CoSA-BPE meeting in Nashville will be paid by CoSA, September 2022

Intern Responsibilities:

- Work with CoSA digital preservation consultants to help develop digital preservation policy recommendations for eligible state/territorial archives.
- Attend and take notes for meetings between CoSA digital preservation consultants and state/territorial archives for the purpose of digital preservation policy development.
- Attend the virtual SERI meetings.

- Attend the CoSA annual meeting in-person at the [Best Practices Exchange \(BPE\)](#) in Nashville, TN (9/25-9/28/2022).
- Write blog posts for the CoSA [blog](#).

Outcomes:

- Intern will become more knowledgeable about the challenges of digital preservation, electronic records management and access in state and territorial government archives.
- Intern will increase their archives professional network.
- Intern will improve their research and communication skills.

Requirements and/or Desired Skills:

- Defined archival knowledge and/or skills to be developed by the student during the internship.
- Ability to act independently and be a self-starter while operating collaboratively as a team player.
- Strong writing and oral communication skills.
- Ability to perform multiple tasks.
- Intern will be supervised by CoSA's SERI Coordinator and will assist other CoSA staff and volunteers as assigned.
- Intern will have regular virtual meetings to refine work plans, review drafts, and present completed products.

Contact Information:

Contact Michelle Gallinger, CoSA's State Electronic Records Initiative coordinator, at mgallinger@statearchivists.org to apply or with questions about the internship.

Preferences:

This internship is intended for graduate students. Undergraduates or early-career professionals may also be considered. All majors and fields of study are eligible to apply for the internship.

Application Process:

Application Deadline: June 30, 2022

Applications will be reviewed and interviews scheduled with selected candidates: July 2022

Virtual interviews will be conducted with selected candidates: July and August, 2022

Notification of decision: August 2022

Internship starts: September 2022

Required Documents:

- A one- to two-page cover letter explaining your interests in this project, what you hope to gain from the internship, and what you believe you can bring to the internship
- Resume
- Transcript (unofficial transcript is fine)
- Recommendation from professor or supervisor
- 2-page writing sample

About CoSA

CoSA is a nonprofit membership organization of the state and territorial government archives in the fifty states, five territories, and District of Columbia. Through collaborative research, education, and advocacy, CoSA provides leadership that strengthens and supports state and territorial archives in their work to preserve and provide access to government records. CoSA facilitates networking, information sharing, and project collaboration among its member organizations to help state and territorial government archives with their responsibilities for protecting the rights and historical documents of the American people.

MISSION

The Council of State Archivists provides leadership to strengthen and support state and territorial archives leaders and staff in their work to preserve and provide access to government records.

CoSA Mission Statement Adopted by the CoSA Board of Directors and Membership, December 2021.

CORE VALUES STATEMENT

RELEVANT: CoSA anticipates and responds to developing trends, emerging research, and advocacy issues that meet the evolving needs of state and territorial archives leaders and staff.

INCLUSIVE: CoSA represents all state and territorial archives leaders and staff, encourages all agencies to provide equitable access to state records, and advocates for equity and inclusion within the government records workforce.

COLLABORATIVE: CoSA acknowledges, amplifies, and facilitates the creative strength and extensive knowledge of diverse members, partners, and stakeholders working together.

[CoSA Strategic Plan 2022 - 2026](#)

About SERI

CoSA's State Electronic Records Initiative (SERI) was established in 2011 to improve management, preservation, and access to government electronic records in all 56 states, territories, and the District of Columbia. As CoSA's flagship educational program, SERI increases capacity and capability for state electronic records management

programs and empowers a robust community of practice for archival staff preserving electronic records. SERI is committed to supporting the communities of practice, guidance, and other resources to help state and territorial archives achieve their missions and increase equitable access to electronic government records. SERI advocates for increased awareness and active preservation of electronic records.

[SERI Strategic Plan 2021 - 2024](#)