

U.S. Army Heritage and Education Center

Internship Description

The USAHEC offers in-depth professional experience through internships to students pursuing undergraduate and graduate degrees. Enrollment in a degree program is not required. Our dedicated internship mentors provide personal leadership to students who join their team. The USAHEC is a world-class working archive, museum, and educational facility; the USAHEC Internship Program is intended to provide real-world experience in the history, public history, museum, archival, public relations, graphic design, and library fields to eager and motivated students. The interns will support the mission and vision of the USAHEC and support daily activities and special projects supervised by USAHEC employees.

Position:	Cataloging and Metadata Services Intern
Branch:	Library
Mentor:	C. Kinner
Description:	Works with CMS cataloging team to create and develop bibliographic records for library materials for use by Soldiers, scholars, and the general public. Other library science duties as assigned.
Minimum Required Hours:	240
Required Coursework, Experience, and Skills:	Degree in Library Science/Library and Information Studies or enrolled in Library Science/Library and Information Studies program preferred. History and Museum Studies undergraduates will also be considered. Able to use Microsoft Office products; experience using library management systems and bibliographic utilities preferred. Ability to translate/read foreign languages desirable, but not required.
Required Documents:	Internship Application (available on USAHEC website), Targeted Resume, Cover Letter

Email required documents to the USAHEC internship coordinator.

Mr. Karl Warner
karl.k.warner.civ@mail.mil
717-245-4491

