

## THE HENRY FORD – SIMMONS INTERNSHIP

### POSITION MANAGEMENT GUIDE

**TITLE:** Processing Archivist Intern  
**TEAM:** Processing Services  
**UNIT:** Benson Ford Research Center  
**DATE:** December, 2009

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#### SUMMARY OF PURPOSE:

Responsible for the arrangement and description of archives and manuscripts, including preparation of Encoded Archival Description (EAD) compliant finding aids, preparing USMARC catalog records for archival collections, and delivering information about the material in digital form.

#### ESSENTIAL FUNCTIONS:

*Arrangement and description:*

1. Arranges archival and manuscript record groups, collections, and papers, primarily at the folder level. This may entail physical and intellectual arrangement or solely intellectual arrangement of physically disorganized or disaggregated series.
  - Completes work plan assignments on schedule.
  - Contributes to the establishment of departmental procedures and practices.
  - Knows and applies relevant professional standards and guidelines
  - Organizes material in a clear, logical manner.
2. Describes archival materials; prepares EAD compliant finding aids; prepares USMARC catalog records following Describing Archives: A Content Standard (DACS)
3. Maintains archives accessions database accurately and consistently.
4. Remains current in archival theory and practice, including cataloging rules and descriptive standards.

#### MINIMUM REQUIREMENTS:

Currently enrolled in a program of archival studies or information management leading to a master's degree. Experience cataloging archival collections in MARC, following DACS; experience creating archival finding aids that meet current professional best practices; familiarity with Encoded Archival Description. Knowledge of standard collection holdings maintenance methods in processing, handling, and care of archival materials. Must be proficient with Microsoft Word, and familiar with Microsoft Access (or similar products). Must communicate effectively with staff and researchers orally, one-to-one and in groups; must write clearly, concisely, and accurately.

#### SPECIAL SKILLS:

Candidates should know archival theory and its practical application for large and small collections, including an understanding of accepted protocols for arrangement, description, cataloging, and preservation of archival materials. Self starter and self-directed, but able to work in a team environment. Experience with OCLC and OPAC cataloging desired. Must be able to work with sensitive material and maintain confidentiality.

#### PHYSICAL / MENTAL / ENVIRONMENTAL:

PHYSICAL:   Sitting                               70-90%  
              Standing/Walking               10-30%  
              Lifting                               Occasional to frequent lifting up to 30 lbs.  
              Manual Dexterity               Capable of safely handling fragile collection materials.  
              Vision:                               Normal. May require long periods of work at computer terminal

MENTAL:     Accuracy; attention to detail; analytical; interpretive; good at problem solving. Able to analyze and summarize information, draw conclusions, and effectively communicate those conclusions. Excellent interpersonal and communication skills. Ability to remain aware of long-term goals while producing immediate solutions.

ENVIRONMENTAL:   Indoor environment. Frequent exposure to dust and mold.