**Job Description—WSU Public History Program Internship Available**

The Greene County Records Center and Archives can offer an unpaid (sorry) internship in Xenia during the 2014-2015 academic year.

The intern will work approximately 20 hours per week. The hours will be arranged to fit the needs of the Archives as well as the academic schedule of the intern. The intern will participate in a wide range of archival tasks and projects assigned by the archivist. These may include collection processing, reference, conservation, digitization, records management, administrative meetings, and other tasks that arise during the course of the internship. Students will also have the opportunity to perform outreach activities through the use of social media and blog posts. Experience with these media is preferred.

The Greene County Archivist and the Director of the Wright State University Public History Program will confer during the internship to discuss the intern’s work.

**Contact:**

Gillian Marsham Hill

Records and Information Manager/Archivist

Greene County Records Center and Archives

535 Ledbetter Road, Xenia, OH 45385

Tel: (937) 562-6486

Fax: (937) 562-6485

Email: ghill@co.greene.oh.us

