

Japanese American Relocation Collection (JARC) Intern *History*

Spring 2025

Duties/Responsibilities:

- Assist with processing, cataloging and digitizing materials
- Perform database cleanup and expansion
- Develop and standardize finding aid descriptions
- Manage the migration of website content
- Attend project planning meetings
- Promote teaching and learning, public engagement, and scholarly communications about the Collection

Qualifications:

- History or American Studies major (preferred)
- 3.25 GPA
- Interests and/or experience in the study of history, information management, community development, and/or website technology
- Strong written and verbal skills
- Detail-oriented, organizational skills
- Ability to work both collaboratively and independently

Start date: Early April 2025

End date: May 10, 2025

Work Schedule: 5-8 hours/week commitment (1-month in AY 2024-2025 with preferred option to continue in AY 2025-26)

Hours Per Week: 5-8 hours per week

Starting pay rate: \$17.28 per hour

Work Award: Yes

HOW TO APPLY

- Please send a statement of interest and resume to janehong@oxy.edu and aquan3@oxy.edu.
- The statement of interest should address the following questions:
 - Do you meet the desired qualifications for the internship? (see list above)
 - What is your interest in the internship?
 - What makes you a good candidate for the position?
- The resume should include basic information, including name, email address, and class year at Oxy.

Students with questions about this job may contact

Prof. Jane Hong (janehong@oxy.edu)