



JESUIT® ARCHIVES & RESEARCH CENTER

The Jesuit Archives & Research Center (JARC) invites applications for its summer archival internship program. The internship is for 20 hours a week and a total of 120 to 160 hours. The program's position pays \$13 an hour. JARC can also assist students with obtaining class credit for their time. Interns report to the Associate Archivist for Collection Management.

Located in the Central West End neighborhood of St. Louis, JARC is the central repository for the Society of Jesus (the Jesuits) in the United States. The Jesuits are the world's largest Roman Catholic religious order for men, with over 16,000 members worldwide and over 2,000 members in the United States. JARC houses the records for all current and former United States provinces excluding the Maryland Province as well as the records for the Jesuit Conference of the United States and Canada.

Interns at JARC have the opportunity to work on a variety of projects, including processing, reference, digitization, cataloging, and exhibit design. The summer internship program is project-oriented, and interns will leave with deliverables that represent their accomplishments. Additionally, interns will experience the day-to-day tasks of the archival profession, including attending meetings, assisting with planning events, and participating in professional development as opportunities arise.

Positions are open to current college and graduate students, with preference given to those in library science programs or in history programs with demonstrated interest in archival work. Interested students should send a resume, a cover letter briefly detailing their archival experience and/or interests, and three references as attachments to an email to Mr. Jake Klusman at jarcadmin@jesuits.org. Applications must be received by April 1, and applicants will be notified of JARC's decision by May 1. Interns may begin their work any time after their second semester ends, no earlier than May 15.