



JESUIT® ARCHIVES & RESEARCH CENTER

The Jesuit Archives & Research Center (JARC) invites applications for a part-time intern in the summer of 2022. The position is for a minimum 10 hours and maximum 20 hours a week during JARC's hours of 8:30 and 4:30, Monday through Friday, and pays \$13 an hour. The successful candidate would begin in May or June and end in August, working around their class schedule and other summer obligations. 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. Projects will be selected that fit the intern's interests and/or fill skill gaps. Candidates must be able to ascend and descend industrial ladders, as well as lift and move up to 40 pounds.

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 Ms. Maddie McDermott at jarcCollections@jesuits.org. Applications must be received by April 18th, 2022, and applicants will be notified of JARC's decision by May 13th. Interns may begin their work any time after their second semester ends. Unfortunately, JARC cannot assist with housing for non-local applicants.