Archival Records Internship

The Pennsylvania House of Representatives, through the Bipartisan Management Committee, is sponsoring an Archival Records Internship at the State Capitol in Harrisburg. The internship is an opportunity to work directly with the historical records and materials of the House of Representatives. Students will have the opportunity to apply classroom knowledge to real work situations while exploring career options.

OVERVIEW
This 13-week internship is open for full-time seniors, second semester juniors or graduate students and is offered three times a year: spring, summer and fall semesters. The internship is full-time (37.5 hours per week) during the summer semester and full OR part time during the spring and fall semesters. Academic credit is set up by the individual college/university. Students must be a Pennsylvania Resident or attend a Pennsylvania college or university and have at least a 3.0 GPA. Supervision of this internship is through Jesse Teitelbaum, Research Analyst.

EXAMPLES OF WORK
The description and preservation of Historical House documents
The creation of finding aids and user guides to assist House researchers
Original historical research on the House of Representatives
Collection of Oral histories and related materials of elected officials

HOW TO APPLY

Please send included application to:

Jesse Teitelbaum, Research Analyst
Pennsylvania House of Representatives
House Archives
House Post Office
P.O. Box 202220
Harrisburg, PA 17120-2220
717-783-3866
jteitelbaum@pabmc.net

All applications must include a resume, official college/university transcript, a writing sample and two letters of recommendation. Please feel free to contact Jesse Teitelbaum with your questions.
Pennsylvania House of Representatives
Archival Records Internship Application

Please type.

Name________________________________________ Date____________________

Home Address________________________________ Home Phone_____________

City_________________________________________State_______ Zip______________

College/University____________________________ School Phone___________

Your school address (if different from home address) E-mail address__________

City_________________________________________State_______ Zip______________

You are currently a _____2nd semester junior; _____ senior; _____ graduate student

Expected date of graduation _________________ Major__________________

Degree __________________________

Awards, interests, hobbies, etc. ____________________________________________

________________________________________________________________________

Will you receive credit for this internship? Yes______ No______ Unsure ________

If so, supervising Faculty____________________________

Please attach your resume, official college/university transcript, a writing sample and two letters of recommendation and mail to:

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