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## INTERNSHIPS FOR HISTORY MAJORS

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**Internship Credit** - Students who secure an internship related to their History major can earn elective credit in History through the Arts & Sciences Internship course. For more information:

<https://cc.camden.rutgers.edu/artsandsciencesinternshipcourse> or call the Career Center at 856-225-6046.

Additional Internships can be found in RAPTORLINK, the Career Center's job/internship database.

[https://camden-rutgers-csm.symplicity.com/students/?signin\\_tab=0](https://camden-rutgers-csm.symplicity.com/students/?signin_tab=0)

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### **Camden County Historical Society (Camden)**

#### **Historic Library/ Archival Internship**

**RL ID#: 13485**

The Camden County Historical Society (CCHS) internship program provides students with an introduction to standard archival practices and provide hands-on experience in archival and historical library work within a small, historic research library setting. The intern will work with the Library Director, gaining hands-on experience with archival material in the permanent collection in terms of inventorying, assessment of condition, storage and maintenance, cataloguing, researching, conserving, and entering information into the PastPerfect database as well as developing custom finding aids for collections. The archival intern will also have the opportunity to work with staff on the research, planning, and installation of exhibitions. The internship is unpaid and available year-round; hours are flexible (Wednesday - Friday from 9:30 - 4:30 and Sunday 12 - 3).

Applicants should have an interest in history or related disciplines. Strong organizational skills and attention to detail a must. Research and editing experience is a plus. Computer literacy: Knowledge of PastPerfect Museum Software and Microsoft Office helpful.

**To apply:** send an e-mail to [digital@cchsnj.org](mailto:digital@cchsnj.org) to schedule an internship meeting. See other internship and volunteer opportunities at <https://www.cchsnj.org/intern> or on their Facebook page.

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### **Gloucester County Historical Society (Woodbury)**

#### **Museum, Library & Research Internships**

**RL ID#: 13474**

The mission of the Gloucester County Historical Society has been to collect and preserve material pertaining to the Southern New Jersey area for over 100 years. Their research library is the repository of one of the largest genealogical collections in Southern New Jersey containing an extensive newspaper collection, genealogical manuscripts, family papers, photographs and maps. The Hunter-Lawrence-Jessup House Museum hosts a collection of artifacts relating to the history of the area.

Internship opportunities (unpaid) are available, year-round, in museum studies, library studies and research.

**To apply:** email a resume and cover letter, indicating your area of interest, to: [collection coordinator@gchsnj.org](mailto:collection coordinator@gchsnj.org),  
Attention: Patricia Hrynenka, Collections Coordinator

**Historical Society of Pennsylvania (Philadelphia)**  
**Various Internships (Education; Advertising & Promotion; Program Development)**  
RL ID: #13480

The Historical Society of Pennsylvania, founded in 1824 in Philadelphia, is one of the oldest historical societies in the United States –housing some 600,000 printed items and more than 21 million manuscript and graphic items. Its unparalleled collections encompass more than 350 years of America’s history – from its 17th-century origins to the contributions of its most recent immigrants. The society’s remarkable holdings together with its educational programming make it one of the nation’s most important special collections libraries: a center of historical documentation and study, education, and engagement.

Internship Opportunities vary by semester. Current opportunities, for the 2017-2018 academic year, may include:  
**Education:** writing curriculum and working with students in their After-School Mentor Program.  
**Advertising & Promotion:** researching and writing stories for the website - may be migrating to a new platform  
**Program Development:** developing programs around the theme of "1968."

Applicants interested in completing an internship at HSP should send a cover letter and resume, stating area of interest, to Beth Twiss Houting, Senior Director of Programs and Services at: [btwisshouting@hsp.org](mailto:btwisshouting@hsp.org).

A background check and interview may be required.

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**National Museum of American Jewish History (Philadelphia)**  
**Various Internships (Curatorial; Education; Public Programs)**  
RL ID#: 10062

The National Museum of American Jewish History is a leading cultural institution with a vibrant internship program for undergraduate, graduate, and recently graduated students who want to learn about public history, the museum profession, non-profit organizations, and the American Jewish experience. For Fall 2017, interns will be placed according to their interests, experience, and the needs of the Museum taking into account a specific project of interest to students. Potential internships include: Administration, Curatorial, Development, Education, Public Programs, among others. A weekly hourly commitment of 6 hours is expected for unpaid internships.

In addition, the NMAJH is pleased to offer a **limited number of paid internships to students with demonstrated financial need** who can commit to a minimum of 16 hours per week for the Fall semester. These opportunities are made possible through a generous challenge grant from an anonymous national foundation, with the support of the Connelly Foundation and a local anonymous donor helping the Museum to meet that challenge. Internships can be taken for course credit, as applicable with the student’s university requirements.

**To apply for either the paid or the unpaid opportunities, see:**  
[http://www.formstack.com/forms/NMAJH-internship\\_application](http://www.formstack.com/forms/NMAJH-internship_application) (attach a resume and cover letter).

Applications are reviewed on a rolling basis, so applicants are encouraged to apply as soon as possible. **For further information, contact the Academic Liaison office at 215.923.3811 ext. 150 or send an e-mail to [academicliaison@nmajh.org](mailto:academicliaison@nmajh.org).**

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**Roebing Museum (Roebing)**  
**Museum Library/ Archival-Research Internship**  
RL ID#: 13479

The mission of the Roebling Museum is to document, preserve and exhibit the history of the John A. Roebling's Sons Company, the Roebling family and the village of Roebling. Its focus is not only on the industrial and technological achievements of the company but on the unique social history of its workforce and the town, it created. The Museum provides exhibits and programs directed at the interests of the public while also serving as a valuable resource for school curriculum programs and academic research.

Unpaid internships are available at the museum, for credit, to meet students' undergraduate degree requirements. Students may complete an archival project in the Ferdinand Roebling III Archives by assisting with the museum's library and photographic collections or by completing a catalog research project with the museum's artifact collections. Be an intern this Fall when the Museum celebrates its 10<sup>th</sup> anniversary with a production of "Murder on the Riverfront Mystery Theater."

**To apply: see <http://roebblingmuseum.org/?s=internships> to complete the online internship form and upload a resume.**

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**National Constitution Center (Philadelphia)  
Various Internships  
Raptor Link ID# 13472**

Internships for college students are unpaid and most internships are available for the fall, spring, and summer semesters. Opportunities exist in multiple areas including Legal Studies; Town Hall Speaker Series and Education. Interns need to be available for one to three days a week. Benefits include training opportunities; free admission and discounts at the museum store and restaurant; free onsite parking.

**To apply and to view complete internship descriptions, see:**  
<http://constitutioncenter.org/about/careers/internships/>

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**World Affairs Council of Philadelphia  
Education Department Internship  
RL ID#: 1908**

Internships are open to college undergraduates and recent graduates with a strong interest in international affairs. Previous internship experience is preferred. Consideration will be given to students applying for an internship linked to college credit. Internships are unpaid, but cover transportation expenses of up to \$15 a day.

Interns work closely with the Council's Education Department to assist with a wide range of tasks related to the planning and implementation of extracurricular student programs, such as the Council's Summer Global Leadership Seminar, International Student Summit, and Student Diplomat Program / Jr. Model United Nations. Tasks include researching global issues, writing topic-briefing papers, identifying expert speakers, helping to conceptualize program content, assisting with event responsibilities, and providing administrative support.

The ideal candidate should be reliable, self-motivated, possess strong computer skills, the ability to work independently as well as in a team, a good command of English, and strong writing and researching skills. Interns need to make a commitment of app. 8-10 hours per week (1 full day or two half-days preferred.)

For information on this and other internships in areas such as Communications-Programs; Travel-Tours, see:  
[https://www.wacphila.org/about\\_us/employment\\_opportunities1](https://www.wacphila.org/about_us/employment_opportunities1)

**To apply: e-mail a cover letter, resume, and brief writing sample to Careers ([careers@wacphila.org](mailto:careers@wacphila.org)). You will not be considered unless you include all three. You will only be contacted if you are chosen for an interview.**

**The Council will begin accepting applications for Fall 2017 in early August.**

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**U.S. Department of Labor (Philadelphia)  
Office of Federal Contracts Compliance Programs  
Raptor Link ID# 14067**

This (US-DOL) OFCCP internship is designed to provide juniors, seniors and graduate students with occupational experience related to their academic course study in the area of public service. Interns will gain direct insight of federal, state and local government interaction as a part of the OFCCP Mid-Atlantic Regional Office in the historic district of Philadelphia. Interns must be able to commit a minimum of ten hours per week. As a volunteer/non-paid position, interns must consent to abide by the program agreement.

Interns will directly participate in a variety of activities to support individual programs. Projects and activities may include, but are not limited to participating in high-level interagency meetings; coordinating meetings with external stakeholders; communicating with governmental agencies at local, state and federal levels; creating and updating databases; planning educational and outreach cultural forums; and administrative duties as needed.

**To apply: submit your resume, cover letter and copies of most recent transcripts via email to Ms. Nicole Rice at [rice.nicole@dol.gov](mailto:rice.nicole@dol.gov). Please write "OFCCP Volunteer Intern" in the subject of the email submission.**

In your cover letter, explain why you are interested in becoming an intern with OFCCP and describe a specific situation that drew on your decision-making, planning, and organizing skills. Please share the outcome or result of this situation. For more information about OFCCP, see: <https://www.dol.gov/ofccp>.

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**Superior Court Clerk's Office (Trenton)  
Administrative Internship  
Raptor Link ID#: 15365**

The Superior Court Clerk's Office (SCCO) is seeking motivated college undergraduate students to join the division as unpaid interns. Interns will perform a variety of clerical, administrative and supportive tasks, as well as customer service duties in connection with matters instituted before the court or docketed in the SCCO. Positions will be available in any one of the following units: Foreclosure Processing Services, Office of Foreclosure, Judgment Processing Services, Records Management, Public Access and Customer Service. Interns will: provide administrative support to the teams within the SCCO; enter data into the Judiciary case management databases and respond to customer phone calls and assist customers with questions in the SCCO self-help center; scan image records.

Qualifications include good communication and interpersonal skills along with a knowledge of Microsoft Word, Outlook and Excel

**To apply: see <http://www.njcourts.gov/public/jobs.html> (Unpaid Internship). Questions: call -855-524-5627. Deadline to apply: August 17, 2017**

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