Duke University Libraries is currently recruiting for 2 candidates to fill these intern positions.

**SNCC Digital Gateway Intern**

This position is part of a Mellon-funded project to develop a new documentary website on the history and legacy of the Student Nonviolent Coordinating Committee.  Under the supervision of the SNCC Digital Gateway Project Manager and Coordinator, this position will primarily provide research support and aid in the development of written content for the website. The Project Intern will assist in writing concise historical narrative pieces, identifying primary source material to be integrated into the website, fact checking, and copyediting. The Project Intern may also contribute to the project in other ways, by helping with administrative tasks and providing on-the-ground support for visiting activists. 2 positions available.

**Responsibilities**

* Research people, places, and events related to the history of the Student Nonviolent Coordinating Committee using primary and secondary sources
* Locate and assess digital sources that can be integrated into the SNCC Digital Gateway
* Interpret historical research with guidance from SNCC veterans and Project Team
* Write short, narrative-driven pieces that synthesize research for the SNCC Digital Gateway
* Workshop and revise drafts with the SNCC Digital Gateway Project Team, checking for factual accuracy and grammatical errors
* Assist in migrating content from the pilot project, reviewing content, improving citation standards, and populating the SNCC Digital Gateway
* Assist in providing logistical support for visiting activist scholars and visiting documentarians
* Work in collaboration with the SNCC Digital Gateway Project Team for outreach and communication
* Performs other duties as assigned

**Supervisory Responsibilities**

* None

**Qualifications**

It is the expectation that a successful candidate will demonstrate exceptional workplace behaviors in the execution of their specific position responsibilities, including: customer focus, collaboration, creative problem solving, continuous learning and a commitment to diversity.

**Education:**

**Required:** Bachelor’s degree in liberal arts or social science fields.

**Experience:**

**Required:**
Detailed knowledge of the history of the American Civil Rights Movement, especially focusing on grassroots, community organizing and the history of SNCC; experience conducting historical research using primary and secondary sources; ability to craft concise and compelling narratives based on historical sources; experience developing content for an Open Access digital project; ability to work in a team; to critique other; Project Team member’s writing in a constructive manner; to positively receive suggestions on own writing; excellent interpersonal, oral and written communication skills; strong project and time-management skills; demonstrated experience with collaborative projects; excellent organizational skills; ability to work independently and as a member of a team; demonstrated commitment to providing outstanding customer services.

**Working Conditions**

* Normal office environment
* Attendance at occasional events outside of normal work hours
* Must be able to lift 40 pounds and unpack, shelve and shift large quantities of library materials
* Must be able to work in an environment in which exposure to materials containing dust and mold is possible
* Normal office environment.
* Occasional weekend shifts required.

 ***These statements are intended to describe the general nature and level of work being performed by the employee in this position. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required of a person in this position.***

**Hiring Rate**

$12.00 per hour (minimum); *This position is not eligible for University fringe benefits or moving, housing, or relocation expenses*.

**Hours**

This internship is for 9 hours per week for 13 weeks. Hours are flexible within a M-F, 8:30-5:00 work week, but assistants are expected to set and maintain a consistent schedule.

**Environment**

Since its founding in 1924, Duke University has grown into one of the most prestigious private universities in the world and its medical center ranks annually among the top in the nation. The Duke University Libraries are the shared center of the university's intellectual life, connecting people and ideas. The Libraries consist of the William R. Perkins Library and its branches: Rubenstein Rare Book & Manuscript Library, Lilly, and Music and the library at the Duke Marine Laboratory in Beaufort.  Duke’s library holdings of 6.1 million volumes are among the largest of private universities in the United States.

Duke's hometown is Durham, North Carolina, a city with vibrant research, medical and arts communities, and numerous shops, restaurants and theaters. Durham is located in the Research Triangle, a growing metropolitan area of more than one million people that provides a wide range of cultural, recreational and educational opportunities. The Triangle is conveniently located just a few hours from the mountains and the coast, offers a moderate climate, and has been ranked among the best places to live and to do business.

**Application**

Review of applications will begin immediately and will continue until the position is filled.  An electronic resume, cover letter, and list of 3 references should be submitted at: [http://www.hr.duke.edu/jobs/main.html](https://webmail.nccu.edu/OWA/redir.aspx?SURL=W36hnmOWgRicg5gra_17LUqmzkXB8hF0EoPA0qMJBWKx6yjyTdfTCGgAdAB0AHAAcwA6AC8ALwBuAGEAMAAxAC4AcwBhAGYAZQBsAGkAbgBrAHMALgBwAHIAbwB0AGUAYwB0AGkAbwBuAC4AbwB1AHQAbABvAG8AawAuAGMAbwBtAC8APwB1AHIAbAA9AGgAdAB0AHAAJQAzAGEAJQAyAGYAJQAyAGYAdwB3AHcALgBoAHIALgBkAHUAawBlAC4AZQBkAHUAJQAyAGYAagBvAGIAcwAlADIAZgBtAGEAaQBuAC4AaAB0AG0AbAAmAGQAYQB0AGEAPQAwADEAJQA3AGMAMAAxACUANwBjAGoAcABnAGEAbgB0ACUANAAwAG4AYwBjAHUALgBlAGQAdQAlADcAYwAxADcANgBlADUAOQA3ADQAZgBiADIANAA0AGYAZgA2ADAAYgAwAGYAMAA4AGQAMwBkADcAMwBjAGQANAA2AGEAJQA3AGMAZQA4ADYAYQBiADcANgA5ADEAZQBhAGIANABlADAAMABiADcAOQBlADIAOABiAGEANwBhADgAZABiAGQAZgA2ACUANwBjADEAJgBzAGQAYQB0AGEAPQBSAGcAbgBSAEwAQQA3AFAAWgBtAGEARQA1AFEAdABiACUAMgBiAGYANQBnAEwAaQBuAG8ASgBhAGMAWQAlADIAYgBDAGgAUABQAFkARwBFAFMAbQBHACUAMgBmAFcANwBFACUAMwBkAA..&URL=https%3a%2f%2fna01.safelinks.protection.outlook.com%2f%3furl%3dhttp%253a%252f%252fwww.hr.duke.edu%252fjobs%252fmain.html%26data%3d01%257c01%257cjpgant%2540nccu.edu%257c176e5974fb244ff60b0f08d3d73cd46a%257ce86ab7691eab4e00b79e28ba7a8dbdf6%257c1%26sdata%3dRgnRLA7PZmaE5Qtb%252bf5gLinoJacY%252bChPPYGESmG%252fW7E%253d).  Refer to requisition **# 401160299.**

**Duke University is an Affirmative Action/Equal Opportunity Employer committed to providing employment opportunity without regard to an individual’s age, color, disability, genetic information, gender, gender identity, national origin, race, religion, sexual orientation, or veteran status. The Duke University Libraries have a strong commitment to Affirmative Action and is actively seeking to increase the racial and ethnic diversity of our staff.**