

Records & Archives Internship

College to County Intern 2023 -Department of County Assets/Records Management & Archives

Pay Rate: \$24 per hour

Job Type: Temporary College Intern

Duration: Summer 2023 - 12 weeks

Hours: 20 - 40 hours a week

Telework: Hybrid or In Person

Building Physical Location: 1620 SE 190th Ave 97233-5910

Does This Position Require Driving a County Vehicle? If so, please explain why and frequency: No

What Does Records Management & Archives Do?

The Multnomah County Records Management & Archives program provides records management services and oversight to over 200 agencies across the County, in support of the public interest and County business.

In accordance with Oregon public records requirements, we provide consultations and advice to internal county customers on records management best practices, legal retention periods for records, and secure destruction for records that have reached the end of their lifecycle and are not archival.

We also provide guidance for locating records, both within and outside of Multnomah County and preserve (historic) archival records for use by county agencies and public researchers. To learn more about what we do, please check out our [FAQ](#).

Internship Description:

Records Management & Archives has a variety of project options for our intern to choose from. A few of these options include:

- Archival Description: Create reparative/empathetic description standards for criminal record books. Using a sample set of the individual entries, develop standards for describing individuals in the books that are human-centric but also allow access to the material. Document the process to be applied to the remainder of entries.
- Archival Outreach: Develop a digital exhibit. The subject could either be something that the intern is curious about in County history, or maybe they come up with a few ideas and staff help them evaluate them. The intern will then research the topic, write the exhibit narrative, design the exhibit layout, and create the exhibit on our website using Drupal.
- Records Management: Identifying, organizing, and providing access to physical information assets through projects that cover areas of records lifecycle management, such as conducting research to determine the proper retention periods for different types of records created at the County. Intern will gain familiarity with Oregon Revised Statutes and Oregon Administrative Rules, and practice interpreting complex concepts and making those concepts broadly understandable.

Internship Responsibilities:

- Attending one to one and staff meetings with the Records team. Accompanying Records staff to other meetings as appropriate to understand the extent of Records activities.
- Working with supervisors to develop project work plans and then work both with supervisors and independently to execute the agreed upon plan.
- Manage progress on project work plan and report on successes, challenges, and learnings and that progress to Records team and/or County customers, if applicable.
- Document project outcomes and any work left to do on the project at the internship's conclusion.

- Additional project specific responsibilities to be determined by the project selection.

Learning Outcomes:

Specific learning outcomes will be determined by the specific project chosen, but all projects will help the intern:

- Understand why records management and archives are important parts of local government.
- Understand how good records management can contribute toward better governmental decision making and how that decision making affects the lives of people living in Multnomah County.
- Understand how Archives can contribute to illuminating past injustices, can preserve the rights of people, and can counter disinformation.
- Learn why and how certain records are preserved forever, while others are disposed of once they're no longer in day-to-day use and/or legally required to be kept.
- Explore career options in the fields of records management and archives.

Education and Minimum Qualifications:

- Candidates should have completed or enrolled in a college/university academic institution.
- Promote a culture of respect, inclusiveness, and appreciation of diverse perspectives, backgrounds, and values ([Link to Equity and Empowerment Lens](#))
- Ability to both follow directions and work independently.
- Interest in exploring the worlds of records management and archives and bringing your unique skills to work with us!

Workforce Equity:

Our Commitment to Safety, Trust and Belonging: Multnomah County is committed to developing, nurturing and continually improving workforce equity by identifying and addressing the structural and policy barriers to

equal employment opportunity faced by our employees and communities. Learn more by reading our [Workforce Equity Strategic Plan](#) and exploring our [Core Competencies](#) for all County employees.

COVID-19 Vaccination Requirement: To protect the health of the community and employees, Multnomah County requires employees to be fully vaccinated against COVID-19 or have an approved medical or religious exception as a qualification of employment.

The rule applies to all employees, as allowable by law. Candidates who receive an offer of County employment must provide proof of vaccination upon hire or submit an exception request prior to their start date.

Veterans' Preference:

Under Oregon Law, qualifying veterans may apply for veterans' preference for this recruitment. Review our [veterans' preference website](#) for details about eligibility and how to apply.

For veterans qualified for Veterans' Preference: If you believe you have skills that would transfer well to this position and/or special qualifications that relate to this position, please list those skills and/or qualifications.

Accommodation under the Americans with Disabilities Act: We gladly provide reasonable accommodation to anyone whose specific disability prevents them from completing an application or participating in this recruitment process. Please contact the recruiter below in advance to request assistance. Individuals with hearing or speech impairments may contact the recruiter through the Telecommunications Relay Service by dialing 711.

Application Instructions:

Please fill out and submit an application for this position through the form also located on this [website](#). The deadline for submitting an online application is April 2, 2023.