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**Jackson County Historical Society Spring 2019 Archival Intern**

The Jackson County Historical Society is seeking a processing intern for the 2019 spring semester. The intern will be processing a collection belonging to Rufus Burris II, a lifelong resident of Independence and family lawyer to the Truman Family. The collection is approximately 125 cubic feet of photographs, legal files, blueprints, etc.

Students are required to commit to a minimum of 120 hours, averaging eight hours per week, during the term of their internship. Interns may set a flexible work schedule within normal business hours which are 9:00a.m. -- 5:00 p.m., Monday through Friday.

Overall qualifications for interns include:

* Currently enrollment in a 2 or 4-year degree program
* Good organizational skills
* Detail oriented
* Excellent communication skills
* Good writing skills are an essential part of the job function
* Ability to work independently and effectively given a limited time frame
* Dependable and punctual
* Basic computer skills

Start Date: January 22, 2019

End Date: May 10, 2019

Stipend: $2500

Please email a **CV** or **resume** with **three references** to ceckard@jchs.org.

Intern posting closes January 4th.