



Remote Library Cataloging Internship Opportunity

International Center for Multigenerational Legacies of Trauma (ICMGLT)

ABOUT THE ICMGLT

The International Center for Multigenerational Legacies of Trauma (ICMGLT) is a 501(c)(3) nonprofit organization dedicated to facilitating multidisciplinary and multidimensional dialogue, both nationally and internationally, that addresses the long-term impact of trauma across generations. Our goals include:

- Raising awareness about the widespread impact of trauma passed down through generations
- Exploring ways to prevent the perpetuation of destructive legacies across generations
- Promoting informed, stigma-free advocacy as well as sociocultural awareness and commitment to healing trauma and preventing its lifelong, multigenerational effects on an international level

ICMGLT is continuously developing our virtual research library to support scholars, educators, and practitioners working in trauma studies and related fields. To learn more about our work, go to <https://icmgl.org/about-us/>.

JOB DESCRIPTION

Position

Remote Library Cataloging Intern (Unpaid)

Overview

We are seeking self-motivated individuals interested in library and information science, metadata management, and digital archiving to support ICMGLT's virtual library by cataloging and organizing a unique collection of electronic resources. All interns will receive interactive training and mentorship and have the opportunity to pursue independent projects that align with their professional goals and/or skill development.

Structure

- This position is fully remote with flexible hours
- Our ideal time commitment is from 4 to 8 hours per week (NOTE: We will work with you and your institution to satisfy hour requirements)
- Interns may serve for either one or two academic semesters
- We support internship credit for any MLIS or comparable Library or Information Science program

DUTIES AND RESPONSIBILITIES

Primary Tasks

- Catalog digital materials using metadata elements and standards
- Enter data into Omeka and Microsoft Excel
- Collaborate with the Lead Library Intern, Lead Librarian(s), and Internship Director
- Follow an established cataloging guide to ensure consistency
- Participate in team check-ins and training as needed

Preferred Qualifications

- Completed or in-progress cataloging coursework, or related experience
- Familiarity with Omeka and Microsoft Excel
- Strong organizational skills and attention to detail

Independent Projects

Interns may propose or collaborate on special projects related to ICMGLT's library development, such as:

- Creating subject-specific LibGuides
- Developing or revising style guides
- Conducting metadata quality control
- Designing outreach materials, digital content and/or social media
- Assisting with grant writing or technology updates
- Physical cataloguing project option for a New York City-based candidate

These are examples of previous interns' projects and is by no means an exhaustive list. We are open to any and all project ideas that have our organization's goals in mind.

HOW TO APPLY

To apply, please send your resume and a brief statement of interest highlighting your relevant experience and motivation to join us at ICMGLT. Application materials can be sent to:

Harold Kudler, M.D.

Board Member and Chair, Library Committee

kudle001@duke.edu

Feel free to direct any questions regarding this position here as well. Applications are reviewed on a rolling basis. We do encourage early submission, especially if you are seeking internship credit or planning for a semester term, as we hire for both the fall and spring semesters in late summer.