

Division of Administration

Records Management / Archival Internship



Learn Valuable Job Skills & Gain Experience

The Division of Administration articulates and implements the vision and policies of the Secretary of OPM and directs the administrative management of the agency through:

- communication with all staff members and external customers,
- implementation of policies, procedures and regulations,
- facilitation of intra-agency and inter-agency problem solving.

The Division of Administration's services are delivered by four units: Accounting and Audit, Business Operations, Human Resources, and Information Systems Support. As an intern within OPM's Administrative Division, you will learn valuable job skills and gain beneficial experience within a state executive branch agency environment.

Records Management / Archival Records Internship Opportunity:

As a Records Management intern you will gain valuable insight and be afforded the opportunity to perform hands-on records management work related to historical state documents. You will have the opportunity to apply organizational methodologies related to proper archival records categorization, documentation and preparation. You will have the opportunity to:

- Appraise and review historical materials to determine their informational, intrinsic, historical and archival values.
- Compile a file inventory (high level finding aid) that includes description of the scope of the collection, biographical and historical information related to the collection, and restrictions on use of or access to the material.
- Arrange files in accordance with State Library prescribed guidelines related to records series and records groups.
- Prepare files for transfer to the State Archives using State Library prescribed guidelines and procedures.

Minimum Knowledge, Skills and Abilities:

- Current enrollment in an undergraduate or graduate degree program, preferably in the area(s) of History and or Library Sciences
- Successful completion of coursework related to records management and information studies
- Ability to work independently
- Strong organizational skills
- Proficiency in Microsoft Office suite

Location: Office of Policy and Management, 450 Capitol Avenue, Hartford, CT 06106

Hours: 1 – 2 days per week (5 – 8 hours per day), for a minimum of 10 hours per week. Depending on intern availability and interest, more than 10 hours per week will be made available.

This is an unpaid internship, however we will be happy to work with your educational institution to make arrangements for you to receive credit for your work.

To apply, visit www.ct.gov/opm/internship

Send completed application and materials to: opm.internships@ct.gov