

AMERICAN ACADEMY OF FAMILY PHYSICIANS FOUNDATION

JOB DESCRIPTION

JOB TITLE: Intern, Center for the History of Family Medicine

REPORTS TO: Manager, Center for the History of Family Medicine

SUPERVISES: No One

SALARY GRADE: Volunteer

STATUS: Non-exempt

JOB SUMMARY: To assist staff of the Center for the History of Family Medicine (CHFM) in processing archival materials, library books and museum artifacts, developing exhibits and providing basic support services for the Center.

DUTIES AND RESPONSIBILITIES:

1. Physically process materials submitted to the CHFM, by refolding, reboxing, and placing onto shelves in a defined classification system.
2. Catalog archival materials, library books and museum artifacts (papers, collections of papers, material in various media formats) using computer software.
3. Maintain supplemental finding aids for the CHFM, including box lists, inventories, accession registers, journal lists, collection guides and indexes.
4. Assist CHFM staff in compilation of material and information to fulfill users' requests.
5. Assist CHFM staff in preparing exhibits of Center materials at AAFP headquarters and for display at family medicine meetings.
6. Assist CHFM staff in administration of oral history project.
7. Performs general cleaning and conservation on materials, including encapsulation of maps, bagging of archival materials, etc.
8. Other duties as assigned from time to time by the CHFM Manager or Assistant Manager.

QUALIFICATIONS:

Education: High school diploma and/or undergraduate coursework in history, library or information science, historical administration, or related field. Experience working in historical agencies such as archives, museums, or libraries preferred.

Special Skills: Ability to work independently and with others
Willingness to accept a variety of tasks
Dependability
Good written and oral communication skills.
Familiarity with database and word processing software.
Must be able to lift cartons weighing 30-40 pounds.