

Records Management Facilitator Internship

This application is for the lead-intern position.

The deadline for applications is close of business September 8, 2017.

SUMMARY:

The U.S. Fish and Wildlife Service Marine Monuments of the Pacific Office, located in Honolulu, Hawaii is looking for three Records Management Facilitators to assist in organizing our holdings. Our offices have extensive historical files spanning decades, which document the management, political history, ecological, and biological research surrounding 22 national wildlife refuges and 4 marine national monuments throughout the Pacific. The collections consist of analog and digital records, maps, photographs, and other mixed media. Two interns will be stationed at the Honolulu office and one will be offsite on Kauai.

We are looking for conscientious, resourceful, and motivated information professionals to become our in-house experts. The records management facilitators will be responsible for following a records schedule, organizing and digitizing files, keeping a records inventory, and disposing of files accordingly. You will gain hands-on experience with electronic records, preservation, digitization, metadata, records management, and content management systems. You will also gain experience prioritizing tasks, collaborating with others, establishing guidelines, and training other staff in records management tasks. It will also be the responsibility of the lead to train the next rotation of Records Managers.

Many responsibilities of the rotation will be distributed between the interns. We are looking for a lead, a media-specialist, and a Kauai intern. *The lead will prioritize the big-picture potential of the US Fish and Wildlife Service records room. For example, they will continue the goal of creating a sustainable filing system. They will also digitize and purge records, maintain the online catalog of US Fish and Wildlife Service references, and other tasks as needed.* The tasks of the two Honolulu interns are not mutually exclusive but have been devised in order to make the most of a six month rotation.

QUALIFICATIONS:

Required:

- Enrolled or recently graduated from an ALA accredited MLIS program or related graduate program.
- Ability to work independently and make well-researched decisions with limited supervision.
- Superb organizational and planning skills.
- Ability to recognize inefficiencies and recommend practical solutions.
- Ability to balance theory and idealism with fiscal and logistical limitations in a non-traditional information setting.
- Ability to use excel and Microsoft suite programs.
- Experience with archival content management platforms.
- Adhere to established guidelines and policies both professional and organizational.
- Work experience in archival science or records management.

Preferred:

- Experience with scanning equipment and Adobe Acrobat.
- Experience with records retention and disposition schedules.
- An interest in environmental issues, biology, or conservation.

- Experience cataloging or working with metadata.

SCHEDULE:

A 6-month, full-time (40 hrs./week) schedule is preferred. Position begins between Jan. 8 and 12, 2018.

COMPENSATION:

The internship is unpaid; please see below information for travel coverage. Depending on your school's program requirements, you may be able to receive credit for this internship.

TRAVEL AND LODGING:

The Service will provide roundtrip airfare to and from Honolulu, including reimbursement for luggage, if necessary. We also provide compensation for public transportation to and from work via reimbursement for the monthly bus pass.

Housing is provided at a communal agency bunkhouse, if needed. The bunkhouses can accommodate up to seven people in Honolulu and up to thirteen on Kauai. Please consider your ability to handle a constantly changing environment. The Honolulu bunkhouse is located in walking distance from Waikiki and is a 30 minute bus ride from work.

SURROUNDINGS:

Our office is located in downtown Honolulu and the agency bunkhouse is located about half an hour away by bus, near the Waikiki neighborhood. Bunkhouse residents enjoy the convenience of nearby grocery stores, drugstores, coffee shops, and library. There are many great restaurants and plenty of outdoor activities to participate in throughout Oahu. Weekends, holidays, and off hours can be spent exploring Hawaii. Opportunities abound to kayak, surf, fish, stand-up paddleboard, swim, snorkel and enjoy the many beaches, parks, hiking trails, historical landmarks, and gardens.

BACKGROUND:

The mission of the U.S. Fish and Wildlife Service is working with others to conserve, protect, and enhance fish, wildlife, plants, and their habitats for the continuing benefit of the American people. The National Wildlife Refuge System, managed by the Service, is the world's premier system of public lands and waters set aside to conserve America's fish, wildlife, and plants. The Records Management Facilitators will make a difference for some of the world's most remarkable, unique, and biologically diverse natural resources.

APPLICATION PROCESS:

To apply, send an attached resume and brief cover letter to Rachel Jacobson at rachel_jacobson@fws.gov
Please have the subject of the email state "RMF Lead Application"

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CONTACT:

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