

Records Management Facilitator Internship

This application is for the Kauai intern position.

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

SUMMARY:

The U.S. Fish & 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.

Many responsibilities of the rotation will be distributed between the interns. We are looking for a media-specialist, a lead, and a Kauai intern. *As the Kauai intern you will become our in-house expert on all things information for the Kauai Wildlife Refuge Complex. The main responsibility of the rotation is to digitize and increase access to the records. The Kauai intern should be flexible, be able to adapt to a remote living and working situation, and be able to work independently. A person who enjoys nature, independence, and the rustic side of life will excel in this location.*

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, time management and planning skills.
- Ability to balance theory and idealism with fiscal and logistical limitations in a non-traditional information setting.
- Ability to use Excel, Microsoft suite programs, and have experience with digitization.
- Experience with archival content management platforms.
- Adherence to established guidelines and policies both professional and organizational.
- Work experience with metadata in an archival science or records management capacity.

Preferred:

- Experience with Adobe Acrobat.
- Experience with records retention and disposition schedules.
- Personal interest in ecology, environment, or biology.

- Experience working with born-digital references in an archival or records management capacity.

SCHEDULE:

A 6-month, full-time (40 hours per week) schedule is preferred. The start date would be between January 9 and January 16, 2018.

COMPENSATION:

The internship is unpaid, but we can offer free agency housing and use of a government car for transportation to and from work for the Kauai intern. Furthermore, 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 or Kauai, including reimbursement for luggage and transportation from the airport, if necessary. Housing will be provided free of charge at a communal agency bunkhouse, which can accommodate up to seven people in Honolulu and up to thirteen people on Kauai. Please consider your ability to handle a constantly changing environment.

SURROUNDINGS:

Our Kauai offices and rustic bunkhouse are situated on wildlife refuges and offer an unrivaled view of native Hawaiian wildlife. There are nearby hiking trails, local shops, eateries, and a public library. Nearby beaches are accessible by bus.

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.

The Kauai office is team oriented and promotes a strong work/life balance. As scheduling allows, there are extracurricular opportunities available, including field trips to remote worksites, assisting in biological surveys and participation in other office functions and events.

APPLICATION PROCESS:

To apply, send an attached resume and brief cover letter to Chloe Campbell at chloe_campbell@fws.gov. Please have the subject of the email state "RMF Kauai Application"

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CONTACT:

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